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MANUALS

OF THE

DUTIES OF POOR LAW OFFICERS.

MASTER AND MATRON

OF THE WORKHOUSE.

SECOND EDITION.

BY

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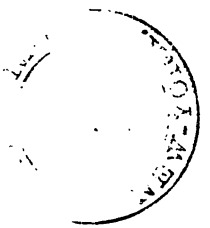

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MANUAL

FOR THE

MASTER & MATRON OF THE WORKHOUSE.

INTRODUCTION.

THE Master of the Workhouse is the most important officer engaged in the administration of the relief of the poor. He requires the possession of more qualifications than any other officer, and in most Unions the discharge of the duties of his office attracts the greatest amount of public notice. But there is great diversity in the individuals who fill this office, and in the amount of the qualifications required from them. This will be obvious when it is remembered that in some workhouses there are not twenty inmates, while in others they are numbered by thousands.

The same general qualifications, however, though varying in degree, will be required in all.

The Master of the Workhouse should be a

man possessing a calm steady temper; he should be firm, authoritative and vigilant, but, at the same time, gentle and considerative towards the poor and distressed objects who come under his care.

He should be prudent and decorous in his conduct as respects all, but particularly as regards the females, and he should be guarded and temperate in his language and demeanour. He should be sober in his diet, cleanly in his person, and orderly in his behaviour.

He must be ever active in his supervision of the Workhouse and the inmates, careful in watching the various incidents and accidents which occur in it, preserving order and sobriety of conduct among the inmates, keeping them employed, as far as practicable, in useful labour. He should be attentive and soothing to the sick, and should provide for the peaceful end of the dying and their decent burial.

He should prevent all attempts to disturb the regularity of the house by unseemly visitors, or disorderly conduct in the apartments provided for himself and the other officers.

At the same time that he exercises calm and judicious control over those officers, he should avoid all captious, overbearing or oppressive

conduct towards them. He should exhibit no favouritism in regard to individual officers or inmates, though he may properly testify on behalf of those whose good conduct may justify his approbation.

He must be careful and judicious in his reports as to the stores from time to time required by the Workhouse, limiting his recommendations to what is reasonably wanted to meet the exigencies of the establishment, and he must be economical in the expenditure of the stores entrusted to his charge. He must bear in mind that he has no authority to order goods to be supplied or work to be performed at the Workhouse, except on emergencies or under circumstances of necessity.

Books of account are required to be punctually and accurately kept by him; and, though in large Workhouses assistants are sometimes provided for the manual labour of making the entries, he is, nevertheless, responsible for the receipts and expenditure as detailed in these books.

In his dealings with the tradesmen who supply the Workhouse with stores, he must abstain from all attempts to obtain personal advantages by any kind of commission, exchange, bargain or device. He must scrupulously demand the due execution of the orders of the Guardians, and never accept

any substituted article or any different service from that which the Guardians have ordered and the tradesman has contracted to supply. Moreover, he should abstain from familiar intercourse with individual Guardians.

It is very useful that he should be acquainted with the habits and course of life of the poor classes who become the inmates of the Workhouse, as he is thereby enabled with more efficiency to understand what is necessary for them and what should be withheld.

Sometimes his office requires him to have a knowledge of gardening and simple farming so far as to be able to superintend the cultivation of the Workhouse garden and the small piece of land which is occasionally attached to the Workhouse, and which serves for the employment or instruction of the pauper inmates.

He is not altogether in the same position as the Governor of the Workhouse before the passing of the Poor Law Amendment Act of 1834. That person had very often no superior authority to control his conduct; he governed the Workhouse for the most part at his own discretion. But the Master of the Workhouse, appointed by the Guardians, has no such general authority. He will find rules of duty prescribed for his guidance

in the Orders of the Poor Law Board, which possess the authority of Acts of Parliament, and where they are not sufficiently explicit, he will often find regulations laid down by the Board of Guardians whose officer he is. He is responsible to them, and must obey their orders where they do not conflict with any orders of the Poor Law Board, or are not at variance with any other provision of the law. But no order of the Board of Guardians will excuse him from the consequences of his wilful disobedience of the Order of the Poor Law Board, or of his violating any statutory provision.

No person who has a family of young children, or has private affairs to attend to which require his frequent care and consideration, is proper to undertake this office, because the whole of his time and his thoughts must be engaged in the discharge of his duties, except in cases where the Workhouse is insignificant in extent.

The due discharge of the duties of the Master requires that he should be in the possession of full vigour of health in mind and body. When these fail he ceases to be fit for the office, and if he continue to hold it, mischievous results may be expected to follow. This has been recognized by the Legislature, and the contingency of such

failure is now met by the recent provision whereby a superannuation allowance may be granted to the Master who from failing health or advanced years becomes unfit to hold his office with the vigour which is requisite.

Much of what has been above expressed in reference to the Master of the Workhouse is applicable to the Matron. She should possess a good even temper; she should be gentle and kind to the females and the young, firm and determined in her conduct towards all the inmates.

She should be active and vigilant in her supervision of the wards, so as to secure cleanliness throughout all of them, and should be careful to preserve order in the female part of the establishment.

She must be watchful over the sick and the young children, and use her utmost endeavours to prevent the growing up girls from intercourse with the vicious and disorderly inmates of their own sex.

She should be cleanly in her person, cautious and restrained in her language and demeanour, and sober in her diet. She should be plainly but neatly dressed, and should avoid all finery unsuitable to her position.

She should rise early, be constantly engaged in the supervision of the House, and not merely bustling and active by fits and starts.

She must understand so much of household work and of domestic cookery as will be appropriate to the establishment, and she must exercise economy and restrain waste in her department.

Sometimes she is required to be skilled in the management of a dairy.

She should be competent to superintend the cutting out, the making up, and the proper marking and preserving of linen and the garments in use in the Workhouse. She should be careful to see that those articles are distributed duly and as they are required by the inmates, and that such as are kept in store are preserved from injury or destruction.

She must be attentive to the management of the House, and not allow her duties to be interrupted by receiving visitors in her apartments, or by quitting the Workhouse to visit others out of it.

Though the accounts of the Workhouse will be kept by the Master, it is still necessary that the Matron should possess a reasonable amount of education, so as to be competent, not only to read

and to write, but to supply his place in keeping these books on an emergency.

She must exercise proper authority over the female officers and servants of the Workhouse, so as to keep them to the due discharge of their duties, and to prevent them from neglecting the paupers who may be under their care. Though there may be schoolmistresses and nurses appointed to perform the duties assigned to those officers, her attention should be constantly directed to the school where the young girls are instructed, and to the wards where the sick and the infirm are lying, so as to secure proper attention to those different classes.

As female paupers are required for various occupations in the Workhouse, it is important that she should possess judgment and discrimination to enable her to select those who shall be the most suitable to render the particular services required, whether of nursing or of household work.

It is of importance that she, as the Master, should retain her health and strength, and, consequently, when these fail, there is now a like provision for a superannuation allowance to be made to her, as in his case.

These general remarks having been made in reference to the qualifications of these officers, it

is now necessary to state that the object of the following Treatise is to set forth in full detail the duties which have been prescribed for them.

The Offices of the Master and Matron of the Workhouse, though legally distinct and separate, are necessarily, in practice, so intimately connected that they cannot be well treated of separately. Though these officers need not be husband and wife, yet they usually are so; and much benefit results from this provision, as the dependence of the wife upon her husband renders her position as Matron of the Workhouse more suitable than where the Matron is, except in the Workhouse, wholly independent.

But, however this may be, the regulations applicable to the two officers are so closely combined, that it is impossible conveniently to separate them.

In this treatise it is proposed to shew—the authority for the appointment,—the mode in which it is to take place,—the qualification required,—the salary or remuneration to be given to these officers,—the security to be provided by them,—the continuance in office and suspension of them,—the supply of vacancies,—and the specific enumeration of the Duties of the Master and Matron.

It is clear that the Master and Matron must be controlled and regulated by the provisions and

regulations which have been prescribed for the government of the Workhouse, and these are therefore set out fully.

These, so far as they have been declared by the Poor Law Commissioners, comprise:—

1. The Admission of Paupers.
2. Their Classification.
3. Their Discipline and Diet.
4. Their Punishments for Misbehaviour in the Workhouse.

The Commissioners also, by their Orders, have provided for the repairs, alterations, and government generally of the Workhouse, and have prescribed certain regulations in reference to the receipt and payment of money by officers, including, among others, the Master and Matron; and these provisions also are accordingly set forth.

Again, in conformity with the provisions of the 15th section of the Poor Law Amendment Act of 1834, the Commissioners made various regulations relating to the keeping by the officers of the Union or Parish of the Accounts relating to the relief of the poor.

In March, 1847, these regulations were embodied in a General Order, which continued in force for many years. But recently this General

Order has been revised, and another has been issued on the 14th January, 1867, which rescinded the former, and made various alterations in the provisions of the previous order.

All the directions and regulations therein which affect the Master and Matron of the Workhouse, are now extracted, and are comprised in this Manual.

These officers will find their duties, and all the provisions that concern them, set forth in these General Orders, but some of those provisions are elucidated by the Letters which the Poor Law Commissioners sent out in company with their previous Orders, and by that which accompanied their Order of Accounts. The passages, therefore, which relate to the particular article of the Orders set forth in the text have been appended thereto, and some other illustrative observations are added by way of notes, derived, for the most part, from the published opinions of the Commissioners, and from recent statutory enactments which bear upon the subject.

The last part of the work sets forth the liabilities to penalties, and the exemptions and protections which affect the Master and Matron, and finally, the recent provisions for superannuation allowances to be granted on their retirement from office.

An Appendix is added, which contains the Forms of Books of Account to be kept at the Workhouse; some Circular Letters of the Poor Law Board interesting to the Master and Matron, and two General Orders recently issued, one which establishes the Creed Register, and another which slightly alters the last General Order of Accounts.

W. G. L.

March, 1869.

Erratum.—Page 71, for 11 & 12 Vict. c. 103, § 16, *read* 12 & 13 Vict. c. 103, § 16.

1. APPOINTMENT OF THE MASTER AND MATRON.

Appointment of the Master and Matron.

THE Appointment of the Master and Matron now takes effect under the Orders of the Poor Law Commissioners and the Poor Law Board, though the Poor Law Amendment Act of 1834 and many previous Statutes recognise the Master and Matron of a Workhouse as existing officers engaged in the relief of the poor.

Accordingly art. 153 of the General Consolidated Orders, addressed to Unions and to Parishes, orders that the Guardians shall, whenever it may be requisite, or whenever a vacancy may occur, appoint fit persons to hold the offices, and to perform the duties assigned to them;[1] namely,—

[1] The Commissioners will remark that the ordinary and convenient practice, and that which they prefer, is that the Master and Matron should be husband and wife. The Commissioners have in some cases consented on special grounds to a different arrangement; but they are always reluctant to allow any departure from the practice just mentioned.—*Instr. Letter.* See *post*, article 189, as to the continuance in office of Master or Matron where such officers having been husband and wife one dies or is removed.

Union of offices.

In some Unions, where the duties of the Master are not considerable, the Commissioners have permitted the Master to be also Relieving Officer of the district in which the workhouse is situate. The Commissioners, however, consider these two offices as seldom compatible.—*Instr. Letter.* They have refused to consent to his being also a Collector of the Guardians or an Assistant Overseer of the parish in which the workhouse is situated, and generally to his undertaking any duty or service which will require him to be absent from the workhouse.—W. G. L.

The offices of Matron and Schoolmistress are sometimes combined in small workhouses.—*Instr. Letter.*

Appointment of the Master and Matron.

1. Master of the Workhouse.
2. Matron of the Workhouse.

And also such assistants as the Guardians, with the consent of the Commissioners, may deem necessary for the efficient performance of the duties of the said offices.

The Commissioners, in the next article, provide for the application of the Order to officers previously appointed.

ART. 154.—The officers so appointed to or holding any of the said offices, as well as all persons temporarily discharging the duties of such offices, shall respectively perform such duties as may be required of them by the Rules and Regulations of the Commissioners in force at the time, together with all such other duties, conformable with the nature of their respective offices, as the Guardians may lawfully require them to perform.

The Commissioners have prescribed the following

2. MODE OF APPOINTMENT.

Mode of Appointment.

ART. 155.[1]—Every officer and assistant to be appointed under this Order shall be appointed by a majority of the Guardians present at a meeting of the Board consisting of more than three Guar-

[1] It is necessary that a majority of the Guardians present should concur in the choice of the officer, unless there be only three, in which case they must be unanimous (sect. 38 of Poor Law Amendment Act, 1834). If one candidate have a larger number of votes than any other candidate, but not a majority of the Guardians present, he is not duly appointed. See *Q.* v. *Griffiths*, 17 Q. B. 164. When the Guardians are equally divided, the chairman may give a second or casting vote and thus decide the election. See 11 & 12 Vict. c. 105, § 19.

dians, or by three Guardians if no more be present. Every such appointment shall as soon as the same

Mode of Appointment.

The appointment should be made unconditionally, but where an appointment is made subject to the sanction of the Poor Law Board, it does not become complete until such sanction has been given. If it be absolutely made and only reported to the Board, it is complete, and it is requisite that the Board, if they deem the appointment improper, should issue an order to remove the officer. But the appointment must be reported to the Board; and to enable them to form a judgment whether they ought to interpose and prohibit the officer from acting they require the following requisitions to be answered. Separate sets of *Queries* are now sent out with reference to the Master and the Matron, and are as follow:—

Sanction of the Commissioners.

UNION.

APPOINTMENT OF MASTER AND OF MATRON.

1. State the Christian Name and Surname of the person appointed as Master of the Workhouse, in full.	1. Same as to the Matron.
2. His Place of Residence immediately previous to his appointment.	2. Do.
3. His Age.	3. Do.
4. Whether he is Married or Single.	4. Do.
5. Whether he has any Children; * and, if so, whether they are dependent on him, and where it is proposed that they shall reside.	5. Do.
If it is proposed that any of the children shall reside in the workhouse, the ages and sexes of the children, and what sum per week is to be paid to the Guardians by the Master for the maintenance of each child.	Omitted.

* In reference to the subject of the children of the Master and Matron, it will be well to peruse the letter of the Board, dated December 8, 1856, an extract from which will be found in the Appendix, *post*.

Mode of Appointment.

has been made be reported to the Commissioners by the Clerk.

6. His Religious persuasion.	6. Same as to Matron.
7. His previous Occupations or Callings.	7. Same.
8. Whether he has been in the Army, Navy, Excise, Police, or other public Service; and, if so, which Service; the cause of his leaving the same; and the date when he left.	8. Omitted.
If he has been in the Police service whether he produced to the Guardians a certificate of good conduct from the Police authorities.	
9. Whether he has before held any paid office in any Union or Parish; and, if so, what office, and in what Union or Parish.	9. Same as to Matron.
The cause of his leaving the same.	Do.
And the date when he left.	Do.
10. Whether he has ever been bankrupt or insolvent, or executed an assignment for the benefit of or entered into a composition with his creditors; and, if so, when.	10. Omitted.
If a bankrupt, whether he has obtained his certificate, and what was the class thereof.	Do.
11. Whether he has a competent knowledge of accounts.	11. Do.
12. Whether his whole time is given up to the service of the Union.	12. Same for the Matron.
13. The day on which he was elected by the Guardians.	13. Do.
14. The date from which his duties commence.	14. Do.

ART. 156.—No appointment shall be made under this Order, unless a *notice* that the question Mode of Appointment.

15. Whether he is to reside in the Workhouse.	15. Omitted.
16. The amount of Salary proposed.	16. The same for the Matron.
17. Whether any Rations or other emoluments are allowed; and, if so, what.	17. Do.
18. Whether he agrees to give the Guardians One month's Notice previous to resigning his office, or to forfeit one month's amount of Salary, to be deducted from the amount of salary due at the time of resignation, pursuant to article 167 of the General Consolidated Order.	18. Do.
19. The nature and amount of the Security, and The names and addresses of the Sureties, and their occupations.	19. If there be no Master of the workhouse, the nature and amount of the security which she is to give for the due performance of her duties.
20. What Testimonials the Guardians have received; and whether they are satisfied thereby, or otherwise, that the person appointed is competent to perform efficiently all the duties of the office of Master.	20. The same for the Matron.

*It is well to remark in regard to testimonials that, if a person seeking an office under the Board of Guardians knowingly lay before them *forged* testimonials, he is guilty of an offence punishable upon indictment by imprisonment or fine; and the Board have circulated a Report of a Case in which a person who obtained the office of schoolmaster, at the workhouse of a union by means of a forged testimonial, was prosecuted at the assizes, and convicted and sentenced to imprisonment with hard labour. See 11 Ann. Rep. App. 28, Other prosecutions for the same offence have since occurred.

Mode of Appointment.

of making such appointment will be brought before the Board has been given and entered on the minutes at one of the *two* ordinary meetings of the Board next preceding the meeting at which the appointment is made, *or* unless an *advertisement* giving notice of the consideration of such appointment shall have appeared in some public paper by the direction of the Guardians[1] *at least*

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21. The cause of the vacancy on account of which the appointment is made; if a resignation, the cause thereof, the date on which it took effect, and the name of the former officer.	21. Same as to Matron.

_____*Signature of Clerk.*

_____*Signature of the Officer appointed.*

(The Christian Name and Surname being written in full.)

Reported to the Poor Law Board for approval,*

_____day of_____18

*If upon the report to the Poor Law Board they consider that the officer is not a proper person to hold the office of Master or Matron, they require the officer to resign; and if such resignation is declined, they issue an order for the removal of the officer.

Notice and advertisement.

[1] It is desirable, in order to prevent surprise and the choice of an improper candidate, that sufficient notice of appointment should be given to the Guardians. It will not be necessary to advertise the appointment in a newspaper, if notice of the appointment shall have been given at one of the two preceding meetings.—*Instr. Letter.*

In regard to the advertisements, it is advisable to notice that the common form addressed to candidates, notifying the situation and the vacancy, and appointing a time and place for sending in testimonials, will not suffice unless it specify

seven[2] days before the day on which such appointment is made;—provided that no such notice or advertisement shall be necessary for the appointment of an assistant or temporary substitute.[3] Mode of Appointment.

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in some manner that the election is then to take place, or that the subject will be taken into consideration then or at some time therein mentioned.—W. G. L.

A notice given that an appointment would be made at a time beyond the period during which the two meetings will be held is, as it seems, insufficient, although the notice be entered in the minute book of the Guardians, and that may be open to the perusal of the Guardians in their Board-room. —W. G. L.

The notice should be given by the chairman in such a manner that the body of Guardians present at the meeting may have a fair opportunity of hearing it, and the announcement should be entered by the clerk on the minutes. See 4 *Off. Cir.* 89, 90.

[2] In the construction of statutes, it is held that the words "at least" have the effect of including both days. See *R.* v. *JJ. of Shropshire.* 8 A. & E. 173.

[3] The appointment is made by election, and consequently is complete without any instrument. See *Smart* v. *West Ham Union*, 24 L. J. R. Exch.; 10 Exch. R. 567; 11 Exch. R. 867; 201 *Q.* v. *Greene;* 17 Q. B. 793, *Roberts*, app. *Drewitt*, resp.; 18 C. B. (N. S.) 48. It is, however, necessary in many cases to prove the appointment, and the entry of the clerk in the minutes of the Board will be evidence of the election. In other cases such minute requires a stamp (see *Q.* v. *Welsh*, 2 Carr. & K. 296); but in Unions formed under the Poor Law Amendment Act of 1834, the appointments of officers are exempt from stamp duty by 4 & 5 Wm. iv. c. 76, § 86. Instrument of appointment.

As against the officer and his sureties, the recital of his appointment in his bond is evidence of such appointment.—See *Q.* v. *Welsh.*—*Ib.*

The Poor Law Board are often applied to in disputes as to the validity of the election of the officers. Strictly speaking they have no jurisdiction to determine this question, but

The Commissioners have prescribed the following—

3. QUALIFICATION OF THE MASTER AND MATRON.

Qualification.

ART. 162.—No person shall hold the office of Master, under this Order, who has not reached the age of twenty-one years.

ART. 163.—No person shall hold the office of Master of a workhouse, or Matron of a workhouse having no Master, unless he or she be able to keep accounts.

ART. 166.—Provided always, that the Guardians may with the consent of the Commissioners previously obtained, but not otherwise, dispense with any of the conditions specified in articles 162, 163.

ART. 167.—No person shall be appointed to the office of Master or Matron, under this Order, who does not agree to give one month's notice previous to resigning the office, or to forfeit one month's amount of salary, to be deducted as liquidated damages from the amount of salary due at the time of such resignation.[1]

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they must satisfy themselves upon this point, and consequently their decision is sought for and generally acquiesced in.—W. G. L.

[1] It will be well if the fact of such agreement having been made be entered on the minutes, or if a document be prepared and signed by the officer, and preserved with the securities of the Union. It is clear that the sudden resignation of such officers must often cause great embarrassment to Boards of Guardians.

Note—A Dissenter is not disqualified from being appointed to this office, but he must be prepared to carry out his duties of attending to and reading prayers to the inmates, as well as various other matters which are connected with the functions

The Commissioners have prescribed thus, as to

4. THE REMUNERATION OF THE MASTER AND MATRON.

Remuneration of Master and Matron.

ART. 172.[2]—The Guardians shall pay to the several officers and assistants appointed to or

of the ministers of the Established church, the ceremonies or other incidents of the religion of the State.—W. G. L.

It is also proper to refer to the 48th sect. of the 4 & 5 Wm. iv. c. 76, which, after rendering an officer removed by the Poor Law Board incompetent to be appointed to or to fill any paid office connected with the relief of the poor in any such union or parish, except with the consent of the Board under their hand and seal, provides that no person shall be eligible to hold any parish office, or have the management of the poor in any way whatever, who shall have been convicted of *felony*, *fraud*, or *perjury*.

Perquisites.

[2] In all cases in which the Board fix the salary or remuneration of an officer, or sanction the salary or remuneration proposed by the Guardians, they understand that no perquisites or extra charges or emoluments are to be allowed over and above such salary or remuneration. Thus, the Workhouse Master should be required to account for the produce of bones, hog-wash, kitchen-stuff, and other refuse sold from or consumed in the house.—*Instr. Letter.* And the Commissioners considered that the Guardians could not pay for medical assistance rendered to the Master. But see now the proviso to this article.—W. G. L.

Master's children.

Unless an agreement to that effect be made at the time of the appointment of any workhouse officer, no part of his *family* is to be maintained within the workhouse. The maintenance of any children, or other relations who may stay with him, should be paid for by him, and the costs deducted from the charge of establishment maintenance at the end of the quarter.—*Instr. Letter.* See upon this point the circular letter in the Appendix already alluded to.

Master's rations.

With regard to *the provisions* consumed by the officers of the workhouse, the Commissioners understand that, where the officers are dieted by the Guardians, they are not them-

Salary or remuneration.

holding any office or employment under this Order, such salaries or remuneration as the

selves empowered to order or receive from a tradesmen, provisions of a quality different from those ordered by the Guardians for the use of the house. If any such officer wishes for any alteration in the quality or quantity of provisions allowed for his consumption, application should be made to the Board of Guardians; and a special order should be made sanctioning any change which might be thought requisite.—*Ib.*

The Commissioners are of opinion that a private arrangement with a tradesman, or the receipt of any compensation from such tradesman for a smaller quantity of any article than an officer thinks himself entitled to, is most objectionable; and they will be prepared to deal with any such transaction as an offence approaching to fraud.—*Ib.* See art. 218, *post.*

Furniture of Master's apartments.

In regard to the *furniture* of the Master's and Matron's apartments, it is to be observed that the Guardians in some unions provide the whole of it, in others they provide none, but leave it to the Master and Matron to furnish for themselves. But the Poor Law Board have recommended that in every instance the substantial and indispensable articles of furniture should be provided by the Guardians and remain their property like the ordinary furniture of the workhouse. 7 *Off. Cir.* 304, No. 20 (N. S.) In this latter case the Master or Matron would be liable for damage or loss caused by their negligence.—W. G. L.

In some large workhouses servants are allowed to attend upon the Master, so as to keep the apartments in order, but generally he must provide for such service at his own cost.—W. G. L.

Income tax and Property tax.

In reference to the *income-tax* upon the salary of the Master, it is to be observed that, if it amount to 100*l.* a year, the tax is payable. And though no property-tax is payable upon the workhouse itself, it is assessable in respect of that part which is occupied by the officers. Where the total income of those officers is under 150*l.* (now 100*l.*) including the value of such occupation, the assessment will be discharged (3 *Off. Cir.* 111), and by this statement is meant the aggregate amount of the salaries of all the officers in the workhouse,

Commissioners may from time to time direct or approve. Salary or remuneration.

Provided that the Guardians, with the approval of the Commissioners, may pay to any officer or person employed by such Guardians a reasonable compensation on account of extraordinary services, or other unforeseen circumstances connected with the duties of such officer or person, or the necessities of the Union.[1]

ART. 173.—The salary of every officer or assistant, appointed to or holding any office or

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and not that the salary of some one of them should amount to this sum (6 *Off. Cir.* 42). The tax is sometimes in error charged upon the workhouse, but, if it be, the Master is not liable to pay it. He should refer the Collector to the Guardians who should apply to the Inland Revenue Commissioners.

The cost of the maintenance must be added to and considered with the salary as the total income of the officer derived from his office. (6 *Off. Cir.* 59).

[1] This proviso meets those cases which are not uncommon where the Guardians deem it proper to give gratuities for extraordinary services; but in which it had theretofore been considered doubtful whether they could do so. Indeed, in the case of *ex parte, Mellish*, 8 L. T. (N. S.) 47, it has been held that gratuities cannot legally be paid to officers not appointed under the order of the Commissioners out of the poor rate. The proviso will also enable the Guardians to provide for the cases of sickness or accidents happening to officers in the discharge of their duties. At the same time Guardians must be careful not to allow this permission to be abused, so as to afford to officers a temptation to make occasions of difficulty too readily.—W. G. L. Gratuities.

It must be observed that the consent of the Poor Law Board is required, and the Board exercise a careful control over the proposal.

The Legislature in recent statutes have provided for the allowance of superannuation pensions to be paid to officers engaged in the service of the Guardians, and this subject shall be considered hereafter.

Salary or remuneration.

employment under this Order, shall be payable[1] up to the day on which he ceases to hold such office or employment, and no longer.

ART. 175.—An officer who may be suspended, and who may without the previous removal of such suspension be *dismissed* by the Commissioners,[2] shall not be entitled to any salary from the date of such suspension.

ART. 176.[3]—The Guardians shall not pay to any officer bound to account, *to be hereafter appointed*, who may have been removed, or who may be under suspension from his office, any salary claimed by such officer until his accounts shall have been audited by the Auditor.

The Commissioners provide thus, as to

5. THE SECURITY OF THE MASTER & MATRON.

Security to be given by the Master and Matron.

ART. 184.—Every Master, Matron of a workhouse in which there is no Master,[4] shall respec-

[1] See the exception in art. 175, *post*. This provision must be taken subject to the regulation in art. 36 of the General Order of Accounts of January 14, 1867, see *post*, which enables the Guardians to pay salaries quarterly on account, or to defer the payment until the allowance of the accounts of the officer by the Auditor.

[2] A resignation after suspension, although in consequence of the direction of the Poor Law Board, is considered as not amounting to a dismissal within the meaning of this article.—W. G. L.

[3] This article applied, indeed, only to officers appointed after the date of the order, which in the case of unions was July 1847, and in that of parishes was December 1847, so that it has now almost universal application.

[4] Where there is a Master, the Poor Law Board have expressed their opinion that the Guardians cannot compel the Matron to give security.—9 *Off. Cir.* 185.

tively give a Bond conditioned for the due and faithful performance of the duties of the office, with two sufficient sureties, not[5] in the case of any security to be *hereafter* entered into, being officers of the same Union; and every officer who shall have entered into any such security, shall give immediate notice to the Guardians of the death, insolvency or bankruptcy of either of such sureties, and shall,[6] when required by the Guardians, produce a certificate, signed by two householders, that his sureties are alive and believed by them to be solvent, and such officer shall supply a fresh surety in the place of any such surety who may die or become bankrupt or insolvent. Security to be given by the Master and Matron.

ART. 185.—Provided that the Guardians may, if they think fit, take the security of any society or company expressly authorized by statute to gua-

[5] It is found inconvenient to have one officer surety for another, as there is a tendency in the one who is the surety to conceal conduct which ought to be disclosed, but which would endanger his bond.—See 4 *Off. Cir.* 61. It may be noticed, however, that the Order does not prevent a Guardian from being a surety for an officer; nor does any other provision of the law.—W. G. L. Sureties.

[6] Art. 51, of the General Order of Accounts of January 14, 1867, requires that—the Auditor shall, at the close of every audit of the accounts of the Union next after the 25th day of March in every year, transmit to the Poor Law Board a statement, in the *form* in a schedule thereto annexed, setting forth the name of each Union officer required to give security, and whether such security, together with any certificate or proof that each of the sureties named therein is living and is not bankrupt or insolvent, was produced to him at such audit, or the security is otherwise in force; and also in the column headed "observations," stating any defects which he may discover in such securities.

rantee or secure the faithful discharge of the duties of such officers.[1]

The Commissioners have provided thus, for

6. THE CONTINUANCE IN OFFICE AND SUSPENSION OF THE MASTER AND MATRON, AND THE SUPPLY OF VACANCIES.

Continuance in office of and suspension of Master and Matron.

ART. 187.—The Master and Matron shall continue to hold the office until he or she die or resign,[2] or be removed by the Commissioners, or be proved to be insane,[3] to the satisfaction of the Commissioners.[4]

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[1] The British Guarantee Society, established by the statute 9 & 10 Vict. c. 375, mentioned in the 13th Ann Rep. par. 87, was such a society; and the Commissioners settled and approved of a form of policy to be issued by them, in reference to Poor Law Officers, which is set forth in their 14th Report, Appendix. That society has discontinued this business which, however, is carried on by "the European Society," whose policy has also been settled and approved of by the Poor Law Board. Several other societies have endeavoured to obtain a share in this business; but as they want the statutory authority above referred to, they can only be accepted when two of their directors or officers are willing to execute indemnity or guarantee bonds in the same form as those required from ordinary sureties. The policies which are offered are not available securities under this order.—W. G. L.

[2] As to resignation, see the note on art. 196, *post*.

[3] Insanity will be a legal disqualification.

[4] By sect. 46 of the Poor Law Amendment Act of 1834, the Poor Law Commissioners are empowered to determine the continuance in office or dismissal of paid officers; and by sect. 48, the Commissioners are empowered, as and when they shall think proper, by order under their hands and seal (either upon or without any suggestion or complaint in that behalf from the Overseers or Guardians of any parish or union), to remove any Master of any workhouse, whom they shall deem unfit for or incompetent to discharge the duties of any such

ART. 189.—If any Master or Matron hereafter appointed be husband and wife, and one of them should be dismissed by order of the Commissioners, or should otherwise vacate his or her office or should die, the other or survivor shall, at the expiration of the then current quarter, cease to hold his or her office of Master or Matron, as the case may be.[5] Continuance in office and suspension of Master and Matron.

ART. 190.[6]—No officer of a workhouse who may have been dismissed by any order of the Commissioners, shall, after such dismissal, remain upon the workhouse premises, or enter therein Removal from the workhouse.

office, or who shall at any time refuse or wilfully neglect to obey and carry into effect any of the rules, orders, or regulations of the said Commissioners, and to require from time to time the persons competent in that behalf to appoint a fit and proper person in his room. The consequence of this removal is very serious, as this section of the Poor Law Amendment proceeds to enact that—"any person so removed shall not be competent to be appointed to or to fill any paid office connected with the relief of the poor in any such parish or union, except with the consent of the Commissioners, under their hands and seal."

The effect of this article is that competent officers hold office during their good behaviour; inasmuch as the Commissioners cannot remove, except for unfitness or neglect of their orders, which implies bad behaviour.

[5] This provision meets a great inconvenience which was found to exist where husband and wife filled offices at the same time, but where, though one required dismissal, no legal ground could be found to support an order for the removal of the other.

[6] Officers of the workhouse who had been dismissed frequently refused to quit it when the order of removal had been issued, and thus caused inconvenience. The present article renders them liable to a penalty, under 4 & 5 Wm. iv. c. 76, § 98, if they persist in remaining on the premises.

Continuance in office and suspension of Master and Matron.

for the purpose of interfering in the management of such workhouse, unless the Commissioners have consented to his subsequent appointment to an office in such workhouse, under the provisions of the said first-recited Act,[1] or to his temporary employment therein.

ART. 192—The Guardians may at their discretion suspend from the discharge of his or her duties any Master or Matron, and shall, in case of every such suspension, forthwith report the same, together with the cause thereof, to the Commissioners;[2] and, if the Commissioners remove the suspension of such officer by the Guardians, he or she shall forthwith resume the performance of his or her duties.

ART. 193.[3]—If any officer, or assistant, appointed to or holding any office or employment under this Order, be at any time prevented by

[1] See 4 & 5 Wm. iv. c. 76, § 48.

[2] Unless the complaint be one which renders it dangerous or highly improper that the Master should continue to act, the Guardians should not suspend the officer, but report the complaint to the Poor Law Board for their decision. During the suspension the duties of the Master must be transferred to some one else who may probably claim to be paid by the Guardians, while they may also have to pay the Master during the period of his suspension. The complaints which induce the Guardians to suspend the Master or Matron are often such as by no means to render it dangerous or even inconvenient that he should continue to discharge his ordinary functions until the charge has been disposed of.—W. G. L.

Temporary incapacity of the officer.

[3] The Commissioners, in their *Instr. Letter* on the Workhouse Order, observed:—"If any of the officers who reside in the workhouse should be temporarily incapable of performing their duties, the Guardians may under this article employ a temporary substitute, and pay him for his services."

sickness or accident, or other sufficient reason, from the performance of his duties, the Guardians may appoint a fit person to act as his temporary substitute, and may[4] pay him a reasonable compensation for his services; and every such appointment shall be reported to the Commissioners as soon as the same shall have been made. Substitute for the Master or Matron.

ART. 195.—When any officer may die, resign, or become legally disqualified to perform the duties of his office, the Guardians shall, as soon as conveniently may be after such death, resignation, or disqualification, give notice thereof to the Commissioners, and proceed to make a new appointment to the office so vacant in the manner prescribed by the above regulations.[5] Notice of vacancy.

ART. 196.—If any officer give notice of an intended resignation to take effect on a future day, the Guardians may elect a successor to such officer in conformity with the above regulations, at any time subsequent to such notice.[6]

The Guardians can grant temporary leave of absence to any officer; and, in general, no workhouse officer should absent himself from his duties without the permission of the Guardians. The officers ought not to be absent singly, and still less simultaneously, from the workhouse, without sufficient cause. The Master ought always to sleep in the workhouse. —*Instr. Letter.* See note on page 29, *post.* Absence from the workhouse.

[4] The Guardians will probably think it right to require the officer for whom they appoint the substitute to agree to pay this compensation, or to remit a portion of his salary for the time when he cannot serve in person.

[5] See article 155, *ante* p. 2.

[6] These articles enable the Guardians to proceed to the election of an officer as a successor to the vacancy. It is obviously necessary in most cases that they should do so where Supply of vacancies on resignation.

The Commissioners have required—

7. THE PERSONAL DISCHARGE OF DUTIES

Personal discharge of Duties.

by the Master and Matron in the following terms:

ART. 198.[1]—In every case not otherwise provided for by this Order, every officer shall perform his duties in person, and shall not intrust the same to a deputy, except with the special permission of the Commissioners on the application of the Guardians.

And the Commissioners have set forth precisely in the following manner—

8. THE DUTIES OF THE MASTER.

Enumeration of the Duties of the Master.

ART. 208.—The following shall be the Duties of the Master:—

No. 1. To admit paupers into the workhouse, in obedience to the orders specified in art. 88,[2]

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a resignation is announced, but as a notice of intended resignation is not an actual resignation, the office was not vacant until that resignation had taken place, and the election prior to the resignation was premature. If the officer withdraw his notice of resignation, it seems from the case of *Caunter*, app., *Addams*, resp. 15 C. B. (N. S.) 512, that the vacancy does not arise. But in any such case where the officer puts the Guardians to much inconvenience by the fickleness of his conduct the Poor Law Board would perhaps refuse to allow him to continue in office.—W. G. L.

[1] This article does not refer to assistants to the officers who may be appointed under art. 153 *ante*, but to cases where the officer temporarily retires from the performance of his duty partially or wholly.

[2] See more complete provisions and information respecting the Admission of Paupers, *post*, and refer to the form of the *Admission and Discharge Book*, which the Master is required to keep by the General Order of Accounts, *post*.

and also every person applying for admission who may appear to him to require relief through any sudden *or* urgent necessity, and to cause every pauper upon admission to be examined by the Medical Officer, as is directed by article 91.[3]

Enumeration of the Duties of the Master.

No. 2. To cause every male pauper above the age of *seven* years, upon admission, to be searched, cleansed, and clothed, and to be placed in the proper ward.

No. 3. To enforce industry, order, punctuality and cleanliness, and the observance of all regulations for the government of the workhouse by the paupers, and by the several officers, assistants, and servants therein.[4]

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[3] See *post.*

[4] The observations made (*note* on arts. 136, 137, *post,*) with reference to the management of children, are equally applicable to the treatment of adults. Warmth of temper and passionate conduct generally betray a consciousness of want of firmness. The discipline of a workhouse is to be maintained by an undeviating adherence to rules, and a steadiness which defies provocation, while it deliberately enforces obedience to orders by legal and authorised means.—*Instr. Letter.*

Masters' treatment of workhouse inmates.

The Master of a workhouse is answerable for the general order of the whole establishment; and minute personal attention on his part can alone detect and remedy defects in the discipline and cleanliness of the house. At the same time decency requires that much of the detailed management of the female inmates and of the children should devolve on the Matron and her assistants. The close and accurate inspection of sleeping apartments actually occupied by women, and the treatment of the infants and younger children, ought to be performed by a female. If the authority of the Master be required to enforce obedience, he should at once be appealed to; but the Commissioners are desirous that all his duties should be discharged with the strictest regard to propriety.

Responsibility of the Master.

Enumeration of the Duties of the Master.

No. 4. To read Prayers to the paupers before breakfast and after supper every day, or cause Prayers to be read, according to article 124.[1]

No. 5. To cause the paupers to be inspected, and their names called over, in conformity with art. 103,[1] in order that it may be seen that each individual is clean and in a proper state.

No. 6. To provide for and enforce the employment of the able-bodied adult paupers, during the hours of labour;[2] to assist in training the youths in such employment as will best fit them for gaining their own living; to keep the partially disabled paupers occupied to the extent of their ability; and to allow none who are capable of employment to be idle at any time.

No. 7. To visit the sleeping wards of the male paupers at eleven o'clock in the forenoon of every day, and see that such wards have been all duly cleansed and are properly ventilated.

No. 8. To see that the meals of the paupers are duly provided, dressed and served, according to the directions in articles 104 and 107,[3] and to superintend the distribution of the food.

No. 9. To say, or cause to be said, grace before and after meals.

No. 10. To visit all the wards of the male

The habits of many of the inmates of a workhouse will often be coarse and depraved, but the conduct of every officer of such an establishment should correspond with what those habits ought to be rather than with what they actually are.—*Ib.* See as to his control over the subordinate officers, No. 29, *post.*

[1] See *post.* [2] See arts. 112, 113, 114, *post.* [3] See *post.*

paupers before nine o'clock every night in winter, and ten o'clock in summer, and see that all the male paupers are in bed, and that all fires and lights *therein*[4] are extinguished, except so far as may be necessary for the sick. Enumeration of the Duties of the Master.

No. 11. To receive from the Porter the keys of the workhouse at nine o'clock every night, and to deliver them to him again at six o'clock every morning, or at such hours as shall from time to time be fixed by the Guardians.

No. 12. To see that the male paupers are properly clothed, and that their clothes are kept in proper repair.

No. 13. To cause the birth of every child born in the workhouse to be registered by the Registrar of Births and Deaths within the space of one week after such child shall have been born;[5] and also to enter such birth in a register kept according to form (S) hereunto annexed.[6]

No. 14. To send for the Medical Officer in case any pauper is taken ill or becomes insane, and

[4] Although the lights *in* the wards are to be extinguished to remove the risk of fire and other consequences, there is no reason why lights in the corridors, which may cast their rays into the wards through windows, gratings or openings, should be extinguished. Exception is made as to the extinguishment of fires and lights in respect of the *sick wards*.—W. G. L.

[5] See the 6 & 7 Wm. iv. c. 86, § 19. The 7 & 8 Vict. c. 101, § 56, provides that every *birth* and *death* within any such workhouse shall be registered in the parish or place in which such workhouse is locally situated. Registration of births and deaths.

[6] By the General Order issued to Unions, on the 26th February, 1866, the form of register was altered.—See the new form in the Appendix, *post*.

Enumeration of the Duties of the Master.

to take care that all sick and insane paupers are duly visited by the Medical Officer, and are provided with such medicines and attendance, diet and other necessaries, as the Medical Officer or the Guardians direct,[1] and to apprise the nearest relation[2] in the workhouse of the sickness of any pauper, and, in the case of dangerous sickness, to send for the Chaplain, and any relative or friend of the pauper, resident within a reasonable distance, whom the pauper may desire to see.

No. 15. To take care that no pauper at the approach of death shall be left unattended either during the day or the night.

No. 16. To give immediate information of the death of any pauper in the workhouse to the Medical Officer, and to the nearest relations of the deceased who may be known *to him*,[3] and who may reside within a reasonable distance; and if the body be not removed within a reasonable time, to provide for the interment thereof.[4]

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[1] The direction need not be *in writing*. See the new General Order as to the duty of the Medical Officer in the Appendix.

[2] (*i. e.*) of the sick pauper.

[3] (*i. e.*) to the Master.

Burial of pauper inmates.

[4] The Commissioners think that the most convenient course is to remove the body in a hearse; but it seems that any male inmates of the workhouse, of suitable age and strength, may be required by the Guardians to assist in carrying a coffin from the workhouse to a neighbouring burial-ground.—*Instr. Letter.*

The Master must take care that a proper coffin is provided, that due notice of the intended burial is given to the incumbent or sexton, that the coffin is duly carried to the burial

No. 17. When requisite, to cause the death of every pauper dying in the workhouse to be ground, and that the fees are paid or an account of them obtained and laid before the Board of Guardians.—W. G. L. Enumeration of the Duties of the Master.

In regard to the dead bodies of paupers dying in the workhouse, the 2 & 3 Wm. iv. c. 75, § 7, enables the Guardians, in certain cases, to deliver them to proper licensed persons for the purposes of dissection. But the Master will not be justified in doing so without their directions. And he has no authority to allow a *post mortem* examination to take place. If an inquest be held, and the Coroner direct one, he must of course acquiesce. See 9 *Off. Cir.* (N. S.) 32.—W. G. L. Dissection of dead bodies.

It is right here to refer to the conclusion of the thirty-first section of the 7 & 8 Vict. c. 101, which prohibits officers connected with the relief of the poor from deriving pecuniary benefit or emolument from the burial or dead body of any poor person.—W. G. L.

Questions arise as to the proper place of burial. By the common law every person is to be buried in the burial-ground of the parish which he was inhabiting at the time of his death. Consequently the inmate of the workhouse who dies in it should be buried in the churchyard of the parish in which the workhouse is situated. But the 28 & 29 Vict. c. 79, § 10, has enacted that—"For the purposes of the burial of any poor person dying in the workhouse of any Union, such workhouse shall be considered as situated in the parish in the Union where such poor person resided last previously to his removal to the workhouse." The effect of this clause is to require that the burial of the inmates should take place in the burial-ground of the parishes in which they had so resided. As to vagrants or casual paupers who had no previous residence in the Union, they must be buried in the parish where they die. When the Guardians have contracted with a Burial Board or a Cemetery Company for burials, or when the Guardians have provided a consecrated ground for the inmates of the workhouse, under the provisions of the several statutes applicable to this subject, the inmates of the workhouse should be buried according to these several arrangements. Place of burial.

To provide for persons not members of the Established church Dissenting paupers.

Enumeration of the Duties of the Master.

duly registered by the Registrar of Births and Deaths within five days after the day of such death; and also to enter such death in a register kept according to form (T) hereunto annexed.[1]

No. 18, To deliver an inventory of the clothes and other property of any pauper who may have died in the workhouse to the Guardians at their next ordinary meeting.[2]

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the statute 7 & 8 Vict. c. 101, § 31, requires that where any person in his life-time, or any of his relations desire it, he shall not be buried in the churchyard or other consecrated burial-ground in or belonging to the parish. In such a case the burial must be in the burial-ground of the creed to which the pauper belonged, and the fees or remuneration claimed on the burial in such burial-ground should be paid by the Guardians. 9 *Off. Cir.* (N. S.) 20.

[1] By the General Order of February 16th, 1866, issued to Unions, the form of this Register has been changed. The new form is set out in the Appendix *post.*

Property of deceased paupers.

[2] The statute 12 & 13 Vict. c. 101, § 16, provides that—"In the event of any pauper having in his possession or belonging to him any money or property, the Guardians of the union or parish wherein such pauper shall die may reimburse themselves the expenses incurred by them in and about the burial of such pauper, and in and about the maintenance of such pauper, at any time during the twelve months previous to the decease."

The Master should take possession of any property of the deceased pauper, and report the fact to the Board of Guardians for their directions.

Where relief has not been advanced by way of loan, and the money found should exceed the expenses of the care of the pauper's body after his death and of his burial [and the additional amount authorised by the statute last cited], the Guardians would be bound to return the residue to any executor or administrator legally appointed.—*Instr. Letter.*

Enumeration of the Duties of the Master.

No. 19. To keep such portion of the workhouse Medical Relief Book prescribed in this Order as is assigned to him in the form marked (Q),[3] and to keep all books or accounts which he is, or hereafter may be, by any Order of the Commissioners, directed and required to keep,[4] to allow the same to be constantly open to the inspection of any of the Guardians of the Union, and to submit the same to the Guardians at their ordinary meetings.

No. 20. To submit[5] to the Guardians, at every ordinary meeting, an estimate of such provisions and other articles as are required for the use of the workhouse, and to receive and execute the directions of the Guardians thereupon.

No. 21. To receive all provisions and other articles purchased or procured for the use of the workhouse, and before placing them in store to examine and compare them with the bills of parcels or invoices severally relating thereto; and after having proved the accuracy of such bills or invoices, to authenticate the

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Money found on the body of a pauper who has died in the workhouse, and on whose body a coroner's inquest has been holden, cannot be applied to defraying the expenses of the inquest, which are payable out of the county rates.—*Ib.*

[3] See *post*, in the Appendix.

[4] See the General Order of Accounts of January 14, 1867, *post*, in regard to Unions. In most Parishes under Boards of Guardians there is a special Order of Accounts.

[5] See the *Weekly Provision Receipt and Consumption Account*, of the General Order of Accounts, which contains a column for the entry of this estimate, *post*.

Enumeration of the Duties of the Master.

same with his signature, and submit them to the Guardians at their next ordinary meeting.[1]

No. 22. To receive and take charge of all provisions, clothing, linen, and other articles belonging to the workhouse, or confided to his care by the Guardians, and issue the same to the Matron or other persons as may be required.[2]

No. 23. To report to the Guardians from time to time the names of such children as the Schoolmaster may recommend as fit to be put out to service or other employment, and to take the necessary steps[3] for carrying into effect the directions of the Guardians thereon.[4]

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[1] See art. 19, of the Order of Accounts, No. 5, as to the *Master's Day Book, post.*

[2] See art. 19, of the Order of Accounts, No. 1, as to the *Master's Inventory*, and Nos. 13 to 16 as to *the Clothing Accounts*, and Nos. 17 to 19, as to the *Necessaries and Miscellaneous Accounts, post.*

[3] (*i. e.*) by letting it be known to parties interested in the information, that there are such children fit for service. And where the Guardians have arranged for the service with any particular master or mistress, the master must secure the proper delivery of the child to the proposed master or mistress.—W. G. L.

Apprentices.

[4] It is right here to state that, among the provisions prescribed by the Commissioners respecting the binding of poor children as *Apprentices*, they have provided in art. 59, as follows:—

ART. 59.—If the child whom it is proposed to bind apprentice be in the workhouse, and under the age of fourteen years, the Guardians shall require a certificate in writing from the Medical Officer of the workhouse as to the fitness in regard to bodily health and strength of such child to be bound apprentice to the proposed trade, and shall also ascertain from the Master of the workhouse the capacity of the child for such binding in other respects.

Enumeration of the Duties of the Master.

No. 24. To take care that the wards, rooms, larder, kitchen, and all other offices of the workhouse, and all the utensils and furniture thereof, be kept clean and in good order; and as often as any defect in the same, or in the state of the workhouse, shall occur, to report the same in writing to the Guardians at their next ordinary meeting.

No. 25. To submit to the Guardians, at every ordinary meeting, a report of the number of the inmates in the workhouse according to the form (U)[5] hereto annexed.

No. 26. To bring before the Visiting Committee or the Guardians any pauper inmate desirous of making a complaint or application to the Guardians.[6]

No. 27. To report forthwith to the Medical Officer and to the Guardians, in writing, all cases in which any restraint or compulsion may have been used towards any pauper inmate of unsound mind in the workhouse.

No. 28. To keep a book, in which he shall enter all his written reports to the Guardians or to the Medical Officer, and to lay the same before the Guardians at every ordinary meeting.[7]

No. 29. To inform the Visiting Committee and the Guardians of the state of the workhouse

[5] See Appendix.

[6] See *post*, art. 145. The Poor Law Board, in a letter dated September 27th, 1866, have recommended the Guardians to cause notice to be placed in the workhouse as to how a pauper may make his complaint to the Clerk or the Visiting Committee.—*See* the letter in the *Appendix*.

[7] See art. 143, *post*, as to the 'Punishment Book,' which is also required to be kept by the Master.

Enumeration of the Duties of the Master.

in every department, and to report in writing to the Guardians any negligence or other misconduct on the part of any of the subordinate officers or servants of the establishment;[1]

And generally to observe and fulfil all lawful orders and directions of the Guardians suitable to his office.

ART. 209.—The Master shall not, except[2] in case of necessity, purchase or procure any articles for the use of the workhouse, nor order any alterations or repairs of any part of the premises, or of the furniture or other articles belonging thereto, nor pay any monies on account of the workhouse or of the union, without the authority of the Guardians, nor apply any articles belonging to the Guardians to purposes other than those authorised or approved of by such Guardians.[3]

Leaving of the workhouse by subordinate officers.

[1] The subordinate officers of the workhouse are not bound to obtain the sanction of the Master or Matron to their leaving the workhouse, but should inform him or her of their intention to do so. If their duty be neglected in consequence of their so leaving the workhouse, the Master should report the circumstance to the Guardians.—1 *Off. Cir.* (N. S.) 159. See note on page 17 *ante*.

[2] This rule should be carefully attended to. It is often overlooked. In regard to Receipts and Payments by the Master, *see* arts. 218—223, *post*.

Introduction of spirituous and fermented liquors.

[3] It is right to refer the Master here to the provisions contained in the 4 & 5 Wm. iv. c. 76, § 93, which imposes a penalty upon him if he permit the use of any spirituous or fermented liquor by the pauper inmates of the workhouse, or shall corporally punish adults, or shall assault, ill-treat, or otherwise misconduct himself towards them; sect. 94 requires him to cause copies of the section 92, (which prohibits the introduction of spirits or fermented liquors by any one into the workhouse for the use of the paupers,) and of section 93, to be hung up in the workhouse.

The Commissioners have also made these precise statements of— Enumeration of the Duties of the Matron.

9. THE DUTIES OF THE MATRON.

ART. 210.—The following shall be the Duties of the Matron:—

No. 1. In the absence of the Master,[4] or during his inability to act, to act as his substitute in the admission of paupers into the workhouse, according to articles 88[5] and 208,[6] Nos. 1 and 2, and to cause every pauper upon such admission to be examined by the Medical Officer, as is directed in art. 91.[7]

No. 2. To cause the pauper children under the age of seven years and the female paupers to be searched, cleansed and clothed, upon their admission, and to be placed in their proper wards.

No. 3. To provide for and enforce the employment of the able-bodied female paupers during the hours of labour, and to keep the partially disabled female paupers occupied to the extent of their ability, and to assist the Schoolmistress in training up the children so as best to fit them for service.

No. 4. To call over the names of the paupers as is directed in art. 103,[7] to inspect their persons, and see that each individual is clean.

The Register of the inmates to be kept by the Master to which § 55 of that Act applies, is provided by the *In-door Relief List*, prescribed by art. 19, No. 3, of the General Order of Accounts, *post*.

[4] This will of course apply to the case of the Master's death or the vacancy of his office.

[5] See *post*. [6] See *ante*, p. 18. [7] See *post*.

Enumeration of the Duties of the Matron.

No. 5. To visit the sleeping wards of the female paupers at eleven o'clock of the forenoon of every day, and to see that such wards have been all duly cleansed and are properly ventilated.[1]

No. 6. To visit all the wards of the females and children every night before nine o'clock, and to ascertain that all the paupers in such wards are in bed, and all the fires and lights, not necessary for the sick or for women suckling their children, therein extinguished.[2]

No. 7. To pay particular attention to the moral conduct and orderly behaviour of the females and children, and to see that they are clean and decent in their dress and persons.[3]

No. 8. To superintend and give the necessary directions for making and mending the linen and clothing supplied to the male paupers, and all the clothing supplied to the female paupers and children, and to take care that all such clothing be properly numbered and marked *on the inside*[4] with the name of the Union.

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[1] This corresponds with No. 7 of the Master's duties.

[2] See No. 10 of the Master's duties and the note thereon.

[3] See note 4 on No. 3, of the Master's duties.

Marking of workhouse clothing.

[4] This is important with reference to the statute 55 Geo. iii. c. 137, § 2, which having authorised the marking of workhouse property, provides "that such mark or stamp shall not at any time be placed on any articles of wearing apparel so as to be publicly visible on the *exterior* of the same." The clothes supplied to vagrants should be marked so as to enable the Guardians or the Master or Matron to identify them if neces-

Enumeration of the Duties of the Matron.

No. 9. To see that every pauper in the workhouse has clean linen and stockings once a week, and that all the beds and bedding be kept in a clean and wholesome state.

No. 10. To take charge of the linen and stockings for the use of the paupers, and the other linen in use in the workhouse, and to apply the same to such purposes as shall be authorised or approved of by the Guardians, and to no other.[5]

No. 11. To superintend and give the necessary directions concerning the washing, drying, and getting up of the linen, stockings, and blankets, and to see that the same be not dried in the sleeping wards or in the sick wards.

No. 12. To take proper care of the children and sick paupers, and to provide the proper diet for the same,[6] and[7] for women and suckling infants, and to furnish them with such changes of clothes and linen as may be necessary.

No. 13. To assist the Master in the general management and superintendence of the workhouse, and especially in—

Enforcing the observance of good order, cleanliness, punctuality, industry, and

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sary, but not by any word such as "vagrant," which word being disgraceful in itself, its use would act as a punishment. See 1 *Off. Cir.* (N. S.) 158. See also the provisions in the General Order of Accounts, *post*, which relate to the Clothing Accounts required to be kept by the Master.

[5] See art. 209, *ante*.

[6] See the new General Order to the Medical Officer for the workhouse in the Appendix.

[7] See art. 108, *post*.

Enumeration of the Duties of the Matron.

decency of demeanour among the paupers;[1]—

Cleansing and ventilating the sleeping-wards and the dining-hall, and all other parts of the premises;—

Placing in store and taking charge of the provisions, clothing, linen, and other articles belonging to the Union.

No. 14. When requested by the Porter, in pursuance of article 214, No. 5, to search any female entering or leaving the workhouse under the circumstances described in that article.[2]

No. 15. To report to the Master any negligence or other misconduct on the part of any of the female officers or servants of the establishment, or[3] any case in which restraint or compulsion may have been used towards any female inmate of unsound mind.

No. 16. And generally to observe and fulfil all lawful orders and directions of the Guardians suitable to her office.

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[1] See note on art. 208, No. 3, *ante*.

[2] That article directs the Porter to search any *male* pauper entering or leaving the workhouse whom he may suspect of having possession of any spirits or other prohibited articles, and to require any other person entering the workhouse whom he may suspect of having possession of any such spirits or prohibited articles, to satisfy him to the contrary before he permit such person to be admitted; and in the case of any *female*, to cause the Matron to be called for the purpose of searching her, if necessary.

[3] By art. 208, No. 27, *ante*, the Master is to report every such case to the Medical Officer.

Government of the workhouse.

It is however necessary for the proper discharge of their respective duties that the Master and Matron should have before them the general regulations which have been laid down by the Poor Law Commissioners, for the

GOVERNMENT OF THE WORKHOUSE.

First, as to the *Admission of Paupers:—*

1. Admission of paupers.

ART. 88.[4]—Every pauper who shall be admitted into the workhouse, either upon his first or any

[4] Article 88.—Under this article, an order for the admission of a pauper into the workhouse can be given by the Board of Guardians absolutely; and by a relieving officer or an overseer (including a churchwarden, who is an overseer by virtue of his office) provisionally. Moreover, the Master, or, in case of his absence or inability to act, the Matron is empowered to admit any pauper without an order in any case of sudden or urgent necessity: and by art. 208, No. 1, *ante*, and art. 210, No. 1, *ante*, it is made the duty of the Master or Matron to admit into the workhouse every person who applies at the workhouse for relief under such circumstances. If the Master and Matron should be both absent from the workhouse, or incapable of performing their duties at the same time, it is the duty of the Porter to admit and place in the receiving-ward any person who may apply at the workhouse for relief under similar circumstances. The Commissioners do not contemplate that the Master, Matron and Porter should simultaneously be absent from the workhouse, or incapable of performing their duties, and therefore they have made no provision for this contingency.—*Instr. Letter.*

Who may give order of admission into the workhouse.

Although the Master is justified in admitting any person upon the order signed by the overseer or assistant overseer, he is, however, fully authorised in exercising his own judgment as to whether such person is or is not a *pauper*, and if he is satisfied that such person is not really destitute, he may properly refuse to admit him, although the applicant produce an order from an overseer; but he must be prepared to justify his conduct if it should be called in question.—*Off. Cir.* 20 (N. S.) 302. 9 *Off. Cir.* (N. S.) 53.

Government of the workhouse.

subsequent admission, shall be admitted in some

1. Admission of paupers.

The Guardians have no power to limit the hours of admission at the workhouse.—3 *Off. Cir.* 142. In ordinary cases the applicant must be admitted until the Porter by delivering the keys to the Master closes the house for the night; and in cases of sickness or peculiar circumstances after that hour.—9 *Off. Cir.* (N. S.) 144. Admission into vagrant wards is regulated by other rules. The Guardians cannot legally direct the Master to refuse admission on Sunday.—W. G. L.

In order to prevent the occurrence of error, the Commissioners think it right to point out that an order for admission into the workhouse cannot be given by any person in any of the following capacities: namely, as, 1, a Guardian not acting as a member of the Board (sect. 38 of Poor Law Amendment Act, 1834); 2, a Justice of the Peace; 3, a Rate-payer of the Parish or Union. Any one, however, may bring under the notice of the Master a person in circumstances of sudden or urgent necessity; and the Master is bound, by the article above cited, to admit every person applying for relief at the workhouse under such circumstances.—*Cir. Lett.* Where the Master has reason to believe that the applicant has money about him, he may require him to be searched before he admits him on his own authority. If he refuses to be searched he affords a strong presumption that he is not destitute.—1 *Off. Cir.* (N. S.) 159.

Reference must here be made to the 11 & 12 Vict. c. 110, § 10, which enacted, "that upon application for relief by admission to the workhouse of any such union as aforesaid, or otherwise, by any poor person professing to be a *destitute wanderer* or *wayfarer*: the *Master, Porter*, or other officer of such workhouse * * * to whom such application for relief shall be made, may search such person, or cause him to be searched, and may take from such persons any money which shall be found upon him, and shall deliver the same to the Guardians, to be by them applied in aid of the common fund of the Union. And every person who shall apply for relief at any workhouse * * * having at the time of such application in his possession, and under his immediate control, any money or other property, of which on inquiry made by the Guardians or their officers, or by the overseers, he shall not make correct and complete disclosure,

one of the following modes only; that is to say— shall be taken to be an *idle and disorderly person* within the meaning of the 5 Geo. iv. c. 83; and shall be punishable and dealt with in all respects, and with the like proceedings, as idle and disorderly persons, under the said Act."

Government of the workhouse.

1. Admission of paupers.

It will likewise be, in general, the duty of the Master of a workhouse situate within the Metropolitan district, to admit into the workhouse any person who may be brought thither by a policeman, as having been found abroad in a state of destitution. The duty of the Master to admit into the workhouse under these circumstances rests on the supposition that the fact of the applicant's being brought by a policeman, is *primâ facie* evidence of urgent want, and implies that he has committed no such offence within the cognizance of the officers of that force as would authorise his detention in custody. It follows from this, that drunken persons, or persons who can be proved to have committed an act of vagrancy, are not within the class of cases properly entitled to admission under these circumstances; but the Masters of workhouses will always do wisely to admit in the first instance, and afterwards to make an official representation of the conduct of any police constable of whom they may have cause to complain.—*Instr. Letter.* See further the Minute of the Poor Law Board, dated December 23rd, 1863, printed in the App. to the 16th Ann. Rep. p. 31, where the Board advert to the case of the workhouse or vagrant wards being full, and require that in such case the Master or Matron or Porter should inform the applicant of the residence of the Relieving Officer, that the requisite relief may be supplied by him.

Whom the Master must admit.

It is to be observed, generally, with respect to all persons who may apply for admission into the workhouse under circumstances of urgent necessity, that their destitution, coupled with the fact of their being within the Union or Parish, entitles them to relief; and that their title to relief is altogether independent of their settlement (if they have one), which is a matter for subsequent inquiry, and only renders them liable to removal in consequence of their becoming chargeable. On the duty of the officers to give immediate relief, without preliminary inquiry into settlement, see the letters of the Commissioners, 4th Ann. Rep., App. A. No. 2, and 5th Ann. Rep., App. A. No. 10.—*Instr. Letter.*

Government of the workhouse.

1. Admission of paupers.

By a written or printed order of the Board of Guardians, signed by their clerk, according to art. 42.[1]

By a *provisional*[2] written or printed order, signed by a relieving officer or an overseer.

Diseased paupers seeking admission.

With regard to paupers suffering under infectious or contagious diseases, the Poor Law Board have advised thus. If there are means of separating persons labouring under infectious diseases without risk to the other inmates of the establishment, the Master should receive such persons into the house. If there are no such means of accommodation, the safety of the inmates would be endangered by the admission and the Master would not be bound to admit infected persons brought with the order of the relieving officer. In any such case, however, the Master should instantly send for the Relieving Officer or Overseer, to see that the case is properly attended to, by providing some temporary accommodation or lodging for such sick person, and such attendance as the urgency of the case may call for.—7 *Off. Cir.* 237.

[1] The art. 42 is as follows:—"When the Guardians have allowed relief in the workhouse to any applicant a written or printed order for his admission therein, signed by the clerk, shall be forthwith delivered to the applicant or to any person on his behalf."

Provisional order.

[2] The term *provisional* signifies that the order is valid only for the interval from the time when it is given to the next ordinary meeting of the Guardians.

It will be seen that a relieving officer may grant an order of admission; but it does not appear that the relieving officer must necessarily be within his district when he gives the order.—W. G. L.

The order of admission usually specifies the name of the principal pauper, and in the case of a family, the names or numbers of that family. The Master cannot properly refuse to admit the person who brings the order, though all the persons named therein do not come with it. Thus a man and his children should be admitted though his wife named in the order do not accompany him.—*Off. Cir.* No. 20 (N. S.), 303. So a woman and children should be admitted, though her husband named in the order does not appear.—W. G. L.

By the Master of the workhouse (or during his absence, or inability to act, by the Matron), without any order, in any case of sudden or urgent necessity. Government of the workhouse. 1. Admission of paupers.

Provided that the Master may admit any pauper delivered at the workhouse under an order of removal to a parish in the Union.[3]

ART. 89.—No pauper shall be admitted under any written or printed order as mentioned in article 88, if the same bear date more than six days before the pauper presents it at the workhouse.[4]

ART. 90.[5]—If a pauper be admitted otherwise

[3] This proviso was rendered necessary by the 9 & 10 Vict. c. 66, § 7, which makes the delivery of a pauper under an order of removal at the workhouse of the Union a good delivery to the officers of the parish. Upon this the Commissioners in their letter, dated Sept. 17, 1846, recommended "the Guardians to give directions to the officers of the workhouse, especially the Master and Porter, that when a pauper is brought to the workhouse, with a warrant of removal, they should take the earliest opportunity of communicating the fact of his delivery at the workhouse to the overseer to whom the warrant is addressed;" but since the passing of the Union Chargeability Act, 1865, this recommendation has ceased to be needed. Receipt of pauper in the workhouse under order of removal.

The workhouse cannot, as a matter of course, be made the receptacle for the bodies of persons who do not die therein, though where there is adequate accommodation they may be received therein.—3 *Off. Cir.* 95; 1 *Off. Cir.* (N. S.) 96. Admission of corpses into workhouse.

[4] In such a case as this where the order has expired, the Master should nevertheless admit on his own authority, if the applicant be in a state of urgent destitution. If he do not appear to be urgently destitute, the Master should refer the applicant to the relieving officer, that the order may be procured.—W. G. L.

[5] It is certain that the Board of Guardians possess the power of discharging from the workhouse, and refusing all other relief to any pauper whom they may con- Discharge of pauper from the workhouse.

Government of the workhouse.

1. Admission of paupers.

than by an order of the Board of Guardians, the admission of such pauper shall be brought before the Board of Guardians at their next ordinary meeting, who shall decide on the propriety of the pauper continuing in the workhouse or otherwise, and make an order accordingly.

Reception and examination of paupers on admission.

ART. 91.[1]—As soon as the pauper is admitted,

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sider capable of supporting himself. The Commissioners, however, believe that, if the workhouse be properly regulated, persons who are not really destitute will, in general, be unwilling to remain in it. They therefore think that the power of discharging from the workhouse should be exercised with the utmost caution; and in general only in cases where a pauper can be proceeded against criminally, under the Vagrant Act, for neglecting to maintain himself or his family.—*Instr. Letter.* See art. 115 and notes, *post.*

Where an able-bodied pauper in the workhouse, to whom employment is offered, refuses to leave the workhouse, the Commissioners have suggested that he should be allowed to remain in the workhouse, but kept constantly at work while he remains therein (*Off. Cir.* No. 31, p. 187). And they have expressed their opinion, that it is more advisable, in general, that proceedings should be adopted under the Vagrant Act, after a definite offer of work at specific wages has been made to him, than that he and his family should be discharged from the workhouse.—6 *Off. Cir.* 57.

The Master cannot on his own authority discharge a pauper from the workhouse, nor the relieving officer.—4 *Off. Cir.* 176.

Examination and reception of diseased paupers.

[1] Upon this article the Commissioners, in their instructional letter, remarked that it would be the duty of the Guardians and the Master to see that the receiving wards are kept in proper order, and that no unnecessary delay in the examination of the paupers in the receiving wards occurred on the part of the Medical Officer. And they observed that a preliminary examination of the paupers by the Medical Officers was necessary, in order to prevent the introduction of contagious or infectious diseases into the workhouse.

he shall be placed in some room to be appropriated to the reception of paupers on admission, and shall then be examined by the Medical Officer.

Government of the workhouse.

1. Admission of paupers.

ART. 92.—If the Medical Officer upon such examination pronounce the pauper to be labouring under any disease of body or mind, the pauper shall be placed in the sick ward, or in such other ward as the Medical Officer shall direct.[2]

ART. 93.—If the Medical Officer pronounce the pauper to be free from any such disease, the pauper shall be placed in the part of the workhouse assigned to the class to which he may belong.

ART. 94 [3]—No pauper shall be detained in a receiving ward for a longer time than is necessary for carrying into effect the regulations in art. 91, 92 and 93, if there be room in the proper ward for his reception.

ART. 95.[4]—Before being removed from the receiving ward, the pauper shall be thoroughly

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[2] The article does not enable the Medical Officer to prevent their admission into the workhouse, but only their mixing with the other inmates.—W. G. L.

[3] The object of this article is to enforce the due attention to the subject of the last note.

[4] Paupers admitted into the workhouse are, under this article, to be clothed in a dress furnished by the Guardians, and their own clothes are to be kept, and restored to them upon their quitting the workhouse. An exception is made for vagrants, as they usually remain in the workhouse only a short time.—*Instr. Letter.*—See art. 97, *post.* The accumulation of the clothes of the deceased paupers, which occasioned inconvenience and was dealt with in 7 *Off. Cir.* 167, is now provided for by the 12 & 13 Vict. c. 103, § 16, *post.*

Government of the workhouse. 1. Admission of paupers.

cleansed, and shall be clothed in a workhouse dress, and the clothes which he wore at the time of his admission shall be purified, and deposited in a place appropriated for that purpose, with the pauper's name affixed thereto. Such clothes shall be restored to the pauper when he leaves the workhouse.

Searching of paupers on admission.

ART. 96.[1]—Every pauper shall, upon his admission into the workhouse, be searched by or under the inspection of the proper officer, and all articles prohibited by any Act of Parliament or by

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The Poor Law Board have constantly recommended the use of the bath in the case of all persons in good health admitted into the workhouse; and in the 8 *Off. Cir.* 192, it is stated to be their opinion that the Guardians may properly refuse admission to any person in good health applying for relief who declines complying with the regulations of the workhouse in this respect.

[1] The search will naturally be made at the time when the pauper's clothes are changed under art. 95.

The adult male paupers ought to be searched by the Porter; the female paupers and the children ought to be searched by the Matron, or by some female servant under her direction.—See art. 210, No. 2, *ante*, p. 29, and art. 214, No. 5, *ante*, p. 32.

Prohibited articles.

The following are examples of prohibited articles; viz.—

1. Spirituous or fermented liquors (Poor Law Amendment Act, 1834, s. 91—94).
2. Articles of food not allowed by the dietary. (Art. 107).
3. Letters or printed papers having an improper tendency. (Art. 119).
4. Cards or dice. (Art. 120).
5. Matches or highly combustible articles. (Art. 121).

Property of paupers.

The officers of the workhouse were not empowered to take from paupers any money or trinkets which might be in their possession. But it is right to refer to the clause of the 11 & 12 Vict. c. 110, cited above, p. 34, and to the 12 & 13 Vict. c. 103, § 16, which is as follows: "Where any pauper shall have in his possession, or belonging to him, any money

this Order, which may be found upon his person, shall be taken from him, and, so far as may be Government of the workhouse.

or valuable security for money, the Guardians of the union or parish within which such pauper is chargeable, may take and appropriate so much of such money, or the produce of such security, or recover the same as a debt before any local court, as will reimburse the said Guardians for the amount expended by them, whether on behalf of the common fund or of any parish, in the relief of such pauper, during the period of twelve months prior to such taking and appropriation, or prior to such proceeding for the recovery thereof (as the case may be); and in the event of the death of any pauper, having in his possession or belonging to him, any money or property, the Guardians of the union or parish wherein such pauper shall die may reimburse themselves the expenses incurred by them in and about the burial of such pauper, and in and about the maintenance of such pauper at any time during the twelve months previous to the decease."

In the execution of this clause it seems that, as regards the pauper inmate of the workhouse, the Master should report the possession of the property by such pauper to the Board of Guardians, and receive their instructions as to the taking the same from the pauper and disposing of it.

But in the case of the death of the pauper, and perhaps in some other, the Master may take the possession and hold it until he can make a report to the Guardians.—W. G. L.

The Poor Law Board have stated that in their opinion the Guardians cannot authorise the Master by a general direction to take the property of in-door paupers.—8 *Off. Cir.* (N. S.) 192.

The Guardians are not empowered to direct the hair of any adult pauper to be cut off under ordinary circumstances (see *Forde* v. *Skinner*, 4 Carr. & P. Rep. 239); but the rule would be different in some extraordinary case where such a proceeding may be necessary for the protection of the health of the inmates of the house.—*Instr. Letter.* It seems that the Master can justify the cutting of the hair of children against their will in proper cases. The Commissioners have advised that the Guardians are not empowered to insist upon a pauper being shaved.—W. G. L. Hair of paupers.

Government of the workhouse.

proper, restored to him at his departure from the workhouse.

ART. 97.—Provided always, that the regulations respecting the admission, clothing and *searching*[1] of paupers, shall not apply to any casual poor wayfarer, unless the Guardians shall so direct, or unless he is compelled to remain in the workhouse from illness or other sufficient cause, in which case he shall be admitted regularly as an inmate.[2]

2. Classification of the paupers.

Second, as to the *Classification of the Paupers*:[3]

[1] But see the provision in the 11 & 12 Vict. c. 110, § 10, cited above, as to the searching destitute wanderers or wayfarers applying for admission into the workhouse.

[2] See the note to the form of "*the Admission and Discharge Book for Vagrants*," prescribed by the General Order of Accounts of January 14th, 1867, set out in the Appendix, *post*.

[3] The Commissioners believe that every well-regulated workhouse should contain the means of dividing the inmates into at least as many classes as are indicated in this article.—*Instr. Letter.*

Subdivision of the classes.

It is to be observed that, although the Guardians are required to divide the paupers into the seven classes specified in this article, they are (by art. 99) permitted to subdivide any one or more of these classes in any manner which may be advisable, and which the internal arrangements of the workhouse may permit. For example, it is very desirable that females of dissolute and disorderly habits should be separated from those of a better character; inasmuch as it is the duty of the Guardians to take all reasonable care that the morals of persons admitted into the house be not corrupted by intercourse with inmates of this description.—*Instr. Letter.*

Separation of diseased paupers.

The Commissioners further remarked, that "it was the duty of the Master, under the direction of the Medical Officer, to separate from the other inmates any pauper patient labouring under an infectious or contagious disease, for the purpose of preventing such disease from spreading; and in case of

ART. 98.—The paupers, so far as the workhouse admits thereof, shall be classed as follows: Government of the workhouse. 2. Classification of the paupers.

Class 1. Men infirm through age or any other cause.

Class 2. Able-bodied men and youths above the age of fifteen years.

Class 3. Boys above the age of seven years and under that of fifteen.

Class 4. Women infirm through age or any other cause.

Class 5. Able-bodied women and girls above the age of fifteen years.

Class 6. Girls above the age of seven years and under that of fifteen.

Class 7. Children under seven years of age.

To each class shall be assigned [4] that ward or separate building and yard which may be best

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necessity he would be authorised in confining such patient in a separate apartment or sick ward, and preventing all intercourse between him and the other inmates." It will be seen that in the first proviso, which is contained in the next article, the Guardians are to make the proper arrangements with regard to persons labouring under any disease. The Master will be governed by such arrangements where they have been made. A pauper infected with a contagious disease cannot be compelled to submit to any particular treatment for it, but he can be kept separate from the other inmates; and a sick infant may be separated from its mother if the Medical Officer reports that such separation is necessary for the care or successful treatment of the infant, though the mother dissent.—W. G. L.

[4] The Master is to decide, in the first instance, to what class any inmate shall be assigned; but should, in case of doubt, be guided by the Medical Officer till he can receive the directions of the Guardians.—3 *Off. Cir.* 48.

Government of the workhouse. 2. Classification of the paupers.

fitted for the reception of such class, and each class of paupers shall remain therein, without communication with those of any other class.

Provisions as to special classification.

ART. 99.—Provided—

Firstly. That the Guardians shall from time to time, after consulting the Medical Officer, make such arrangements as they may deem necessary with regard to persons labouring under any disease of body or mind.

Secondly. The Guardians shall, so far as circumstances will permit, further subdivide any of the classes enumerated in art. 98, with reference to the moral character, or behaviour, or the previous habits of the inmates, or to such other grounds as may seem expedient.

Thirdly.[1] That nothing in this Order shall compel the Guardians to separate any married

Aged couples.

[1] It is here necessary to refer to the 10 & 11 Vict. c. 109, § 23, which enacts "that when any two persons, being husband and wife, both of whom shall be above the age of 60 years, shall be received into any workhouse, in pursuance of the provisions of the 4 & 5 Wm. iv. c. 76, or that Act, or of any rule, order, or regulation of the Commissioners appointed by that Act, such two persons shall not be compelled to live separate and apart from each other in such workhouse."

It will be seen that the proviso in the text requires the Guardians in such case to provide a separate sleeping apartment for every such couple.

In the 1 *Off. Cir.* (N. S.) p. 159, the Commissioners state that the words of the statute "must be understood to express the general course of life, so that besides sleeping together the parties are to have full opportunities of intercourse, and of passing their time in each other's company. But, nevertheless, this must be subject to the rules in the workhouse which regulate the order and discipline thereof, so that where either of the parties is required to work during the day, the proper

couple, being both paupers of the first and fourth classes respectively, provided the Guardians shall set apart for the exclusive use of every such couple a sleeping apartment separate from that of the other paupers. Government of the workhouse. 2. Classification of the paupers.

Fourthly.[2] That any paupers of the fifth and sixth classes may be employed constantly or

classification is to be observed in regard to such party in connexion with the performance of such work. It will be seen that there is nothing in the workhouse regulations which requires persons of the description in question to take their meals in the common room or hall, and the Commissioners therefore think that the Guardians should not prevent such persons from taking their meals together where they desire it."

[2] Proviso 4 permits able-bodied women and girls above the age of seven years to be employed as nurses, or to give assistance in the household work out of their own wards. Proviso 5 permits infirm women to be employed similarly as nurses or assistants to the Matron, and infirm men to be employed as superintendents of the boys. With respect to the use of pauper servants, the Commissioners will remark that they require the strictest superintendence on the part of the Master and the other officers. The employment of paupers in offices of trust in the workhouse is inexpedient, inasmuch as it tends to impair the discipline of the house. In offices of mere labour which can be performed under trustworthy superintendence paupers may be useful. In such case they should in general receive only the common fare and clothing. Where responsibility is involved, paid servants should be engaged.—*Instr. Letter.* See, however, as to the food of the paupers so employed, art. 108, 112, and *note.* Where lads are found competent to receive and impart instruction, and it is deemed advisable that they should be trained to be schoolmasters, the rule has been adopted of appointing them to be assistants to the schoolmaster, and thus taking them out of the class of paupers.—W. G. L. Pauper inmates acting as servants.

It will be seen that there is a restriction as to the paupers to be employed in the sick-wards, and that the arrangements are to be made by the Master and Matron instead of the

Government of the workhouse.

2. Classification of the paupers.

occasionally in any of the *female* sick wards, or in the care of infants, or as assistants in the household work; and the *Master* and *Matron* shall make such arrangements as may enable the paupers of the fifth and sixth classes to be employed in the household work, without communication with the paupers of the second and third classes.

Fifthly. That any pauper of the fourth class, whom the Master may deem fit to perform any of the duties of a *nurse* or assistant to the Matron, may be so employed in the sick wards, or those of the fourth, fifth, sixth, or seventh classes; and any pauper of the first class, who may by the Master be deemed fit, may be placed in the ward of the third class, to aid in the management and superintend the behaviour of the paupers of such class, or[1] may be employed in the *male* sick ward.

Sixthly.[2] That the Guardians, for a special

Guardians, nevertheless their directions upon this subject, if not contrary to or inconsistent with this order, must be obeyed by the Master and Matron.—W. G. L.

[1] It is not the office of the Master to procure skilled and competent nurses to be paid officers. These must be provided by the Guardians; but he can make choice of the paupers who must act, either in the place of such nurses where no such officers are appointed, or in aid of them where they are; and it is therefore desirable that he should, where practicable, consult the Medical Officer as to the fitness of the paupers whom he selects for this purpose, either male or female.—W. G. L.

Provision as to grown up boys and girls.

[2] Workhouses in or near populous towns commonly contain boys and girls between the ages of ten and fifteen, whom it is more expedient to class with the adult men and women, than

reason to be entered on their minutes, may place any boy or girl between the ages of ten and sixteen years in a male or female ward respectively, different from that to which he or she properly belongs, unless the Commissioners shall otherwise direct. Government of the workhouse. 2. Classification of the paupers.

Seventhly.[3] That the paupers of the seventh class may be placed in such of the wards appropriated to the female paupers as shall be deemed expedient, and the mothers of such paupers shall be permitted to have access to them at all reasonable times.

Eighthly.[4] That the Master (subject to any directions given or regulations made by the Guardians) shall allow the father or mother of any child in the same workhouse, who may be desirous of seeing such child, to have an

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with the other boys and girls. This proviso enables the Guardians to depart, in cases of this description, from the classification prescribed by art. 98.—*Instr. Letter.*

[3] This proviso permits children under the age of seven years to be placed in the wards of the female paupers, and also permits the mothers to have access to their children at all reasonable times. The Commissioners will only remark upon this proviso, that so long as any mother is suckling her child she ought to have access to it at all times except when she is at work, and that the child ought not even then to be completely beyond the mother's reach.—*Ib.* Mothers and young children.

[4] This proviso contains regulations for the daily interviews of parents and children who may be in the same workhouse, and for the occasional interviews of members of the same family who may be in different workhouses.—*Instr. Letter.* Interviews between members of the same family.

Respecting visits to paupers in the workhouse by persons not being inmates of the workhouse, see art. 118, *post*, and the note thereon.

Government of the workhouse.

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interview with such child at some one time in each day, in a room in the said workhouse to be appointed for that purpose. And the Guardians shall make arrangements for permitting the members of the same family who may be in different workhouses of the Union to have occasional interviews with each other, at such times, and in such manner, as may best suit the discipline of the several workhouses.

Ninthly. That casual poor wayfarers admitted by the Master or Matron, shall be kept in a separate ward of the workhouse, and shall be dieted and set to work in such manner and under such regulations as the Guardians by any resolution now in force, or to be made hereafter, may direct.[1]

Notice of pauper's sickness and death.

By art. 208, No. 14, *ante*, it is the Master's duty to apprise the nearest relation in the workhouse of the sickness of any pauper, and by art. 208, No. 16, *ante*, it is his duty to give immediate information of the death of any pauper in the workhouse to the nearest relations of the deceased who may be known to him, and who may reside within a reasonable distance.—*Ib.*

Treatment of vagrants.

[1] Whenever any vagrants or mendicants are received into the workhouse, they ought (unless their stay exceeds a single night) to be kept entirely separate from the other inmates. This is a precaution necessary for preventing the introduction of infectious or contagious diseases into the workhouse. An allowance of bread *and potatoes* (this article is not now usually provided.—W. G. L.) should be given to each person so received at night, and if he comes in at a sufficiently early hour to be set to work before receiving his food, and he complains of no physical disability for labour, he ought to be immediately employed. It is, moreover, very advisable that the persons of vagrants should be cleansed by placing them in the bath, according to the regulations of the workhouse (see art. 95), but no forcible means should be used for compelling

ART. 100.—The Guardians shall not admit into the workhouse or any ward of the same, or retain a person to submit to this or any other operation of the kind. A refusal to conform to the ordinary discipline may be punished by taking the party before a magistrate the next day, and proceeding against him under the 55 Geo. iii. c. 137.—*Instr. Let.*

Government of the workhouse.

2. Classification of the paupers.

Number of pauper inmates.

In the Metropolitan workhouses the Master must refer now to the General Order, dated March 3rd, 1866, whereby a diet has been prescribed for the vagrants in all the vagrant wards of the Metropolis.

The task of work.

It will be right here to refer to the 5 & 6 Vict. c. 57, § 5, which enables Guardians to prescribe a task of work to be done by any person relieved in any workhouse in return for food and lodging, and enables the pauper to be detained for any time not exceeding four hours after breakfast to perform it. The statute imposes the penalty prescribed by the 5 Geo. iv. c. 83, for idle and disorderly persons, on such paupers as refuse to perform the task of work, or destroy or injure their own clothes, or damage the property of the Guardians. The task of work must be approved of by the Poor Law Board, and on application to them a form of resolution to be passed by the Guardians will be obtained. See the form set out in the 12 Ann. Rep. 98, and the observations in 1 *Off. Cir.* (N. S.) 158.

The letter of the Poor Law Board on the subject of the Metropolitan Houseless Poor Act, 1864, dated 26th October 1864, and printed in the App. to their 17th Ann. Rep. p. 77, should be perused with reference to the treatment of casual or vagrant poor admitted into workhouses.

Bedding and firing for vagrants.

The bedding provided for vagrants should be sufficient for warmth, but may be inferior in quality and character to that used for the other inmates of the house. Except in severe weather, it is not desirable to allow a fire in the vagrant ward. Wet clothes may be dried and returned to the wearer on the next day, he being accommodated in the mean time with old clothes from the workhouse store reserved for this purpose. No smoking or card playing should be permitted in the vagrant ward.—*Instr. Letter.*

It is scarcely necessary to add that the Medical Officer should be called in to visit any vagrant alleging that he is

Government of the workhouse. 2. Classification of the paupers. Number of pauper inmates.

therein, a *larger number*[1] or a *different class* of paupers than that heretofore or hereafter from time to time to be fixed by the Commissioners; and in case such number shall at any time be exceeded, the fact of such excess shall be forthwith reported to the Commissioners by the clerk.

Lunatic paupers.

ART. 101.[2]—No pauper of unsound mind, who

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sick; and that immediate attention should be paid to his wants.—*Ib.*

[1] This article is intended to prevent the reception into any workhouse of a larger number of inmates than it is capable of containing consistently with their health and comfort. When the number of inmates shall have reached the maximum approved by the Commissioners the Guardians will inform the Commissioners of the fact, and will cease to make any fresh admissions until the number shall have been diminished.—*Instr. Letter.* In some cases where the Guardians neglect to attend to this regulation, the Poor Law Board have issued a special order limiting the number of paupers to be admitted into the workhouse, and sometimes into particular wards. In these orders the prohibition is directed to the Master, Matron or Porter, and if they wilfully disobey the order by admitting persons beyond the number prescribed, they render themselves liable to penalties and to dismissal under the 4 & 5 Wm. iv. c. 76.—W. G. L.

Detention of lunatics in the workhouse.

[2] Section 45 of the Poor Law Amendment Act enacts, that "nothing in this Act contained shall authorise the detention in any workhouse of any dangerous lunatic, insane person, or idiot, for any longer period than fourteen days; and every person wilfully detaining in any workhouse any such lunatic, insane person, or idiot, for more than fourteen days, shall be deemed guilty of a misdemeanor." The words "dangerous lunatic, insane person, or idiot," in this clause, are to be read "dangerous lunatic, dangerous insane person, or dangerous idiot," according to the opinion of the law officers of the Crown given to the Poor Law Commissioners. See Theobald's Treatise on the Poor Laws, p. 50, note.—*Instr. Letter.*

may be dangerous, or who may have been reported as such by the Medical Officer, or who may require habitual or frequent restraint, shall be retained in

Government of the workhouse.

2. Classification of the paupers.

It will be seen that the Commissioners now require the Guardians to cause the proper steps to be taken for the removal of lunatic paupers from the workhouse to an asylum. This is in conformity with the provisions of the statute 16 & 17 Vict. c. 97, § 67, which require that certain lunatic paupers shall be removed to an asylum under an order of justices.

Removal of lunatics to an asylum.

The subsequent Act, 25 & 26 Vict. c. 111, § 20, enacts that "no person shall be detained in a workhouse, being a lunatic or alleged lunatic, beyond the period of fourteen days, unless in the opinion given in writing of the Medical Officer of the union or parish to which the workhouse belongs such person is a proper person to be kept in a workhouse, nor unless the accommodation in the workhouse is fit for his reception. And any person detained in a workhouse in controversion of this section shall be deemed to be a proper person to be sent to an asylum within the meaning of sect. 67 of the Lunacy Act, c. 97."

Visit of Lunacy Commissioners.

The 16 & 17 Vict. c. 96, § 28, enables any one or more of the Commissioners in Lunacy, at such hours in the day, and for such length of time as he or they shall think fit, to visit all such parish or union workhouses, in which there shall be, or be alleged to be, any lunatic, as the Commissioners shall by any resolution or resolutions of the Board direct, and to enquire whether the provisions of the law as to lunatics in such parish or union have been carried out, and also as to the dietary, accommodation and treatment of lunatics in such workhouses; and they are required to report in writing thereon to the Poor Law Board.

By sect. 29, the Lunacy Commissioners may in any special case direct any competent person to visit, examine and report to them upon the mental and bodily state and condition of any lunatic or alleged lunatic in any workhouse. And every such person shall for the special purposes mentioned in such order have all the powers of a Commissioner. It is further to be noticed, that sect. 31 of the same Act provides that where, upon the visitation of any workhouse by any two or more of those Commissioners, it appears to them that any lunatic or alleged lunatic therein is not a proper person to be kept in

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the workhouse for any period exceeding fourteen days, and the Guardians shall cause the proper steps to be taken for the removal of every such pauper to some asylum or licensed house as soon as may be practicable.

3. Discipline and diet of the paupers.

Thirdly,—as to *the Discipline and Diet of the Paupers*,—

ART. 102.—All the paupers in the workhouse, except the sick and insane, and the paupers of the first, fourth, and seventh classes, shall rise, be set to work, leave off work, and go to bed, at the times[1] mentioned in the form (N) hereunto an-

Hours of meals and work.

a workhouse, they may order him to be removed to an asylum, and this order shall be duly obeyed.

The 37th sect. of the Act. 25 & 26 Vict. c. 111, provides that "the Visiting Committee of every union and of every parish under a Board of Guardians shall once at the least in each quarter of a year enter in a book *to be provided and kept by the Master of the workhouse*, such observations as they may think fit to make respecting the dietary, accommodation and treatment of the lunatics or alleged lunatics for the time being in the workhouse of their union or parish; and the book containing the observations made in pursuance of this section by the Visiting Guardians shall be laid *by the Master* before the Commissioner or Commissioners on his or their next visit."

In regard to the Metropolitan workhouses reference must be made to a General Order of the Poor Law Commissioners, dated December 3, 1841, which requires the Master to affix, and cause to be circulated, notices in respect of insane persons wandering abroad whose friends or relations are unknown, and received into the workhouse with a view to their being identified and restored to such friends or relations.

[1] The several times specified in form (N), annexed to the order, can be altered by the Guardians, with the consent of the Commissioners; but if no such alteration should be made, the times specified in form (N) must be observed in the workhouse.—*Instr. Letter.* For this form, see Appendix.

nexed, and shall be allowed such intervals for their meals as are therein stated, and these several times shall be notified by the ringing of a bell: provided always, that the Guardians may, with the consent of the Commissioners, make such alterations in any of the said times or intervals, as the Guardians may think fit.

Government of the workhouse.

3. Discipline and diet of the paupers.

ART. 103.[2]—Half an hour after the bell shall have been rung for rising, the names of the paupers shall be called over by the Master and Matron respectively, in the several wards provided for the second, third, fifth and sixth classes, when every pauper belonging to the respective wards shall be present, and shall answer to his name, and be inspected by the Master and Matron respectively; provided that the paupers of the third and sixth classes may be called over and inspected by the Schoolmaster and Schoolmistress.

Morning inspection of paupers.

ART. 104.[3]—The meals shall be taken by all the

Room for meals.

[2] It is desirable that the Master and Matron should every day call over the name of every pauper belonging to the classes enumerated, in order that they may not only be certified of the pauper's presence in the workhouse, but also that every pauper of these classes may every day be necessarily brought under their attention.—*Instr. Letter.* Notice the proviso in reference to the boys and girls who may be called over by the Schoolmaster and Schoolmistress.

Calling of the roll.

[3] With the exceptions specified in this article, all paupers ought to consume their meals in the dining-hall or day-room. With respect to the sick, the children, and persons of unsound mind, it is often necessary that they should eat their meals in their bed-rooms. It may be here observed that the officers of the workhouse, in order to save themselves trouble, sometimes give out at once all the bread which each pauper is to consume during the day. This practice leads to waste and

Mode of dealing out food.

Government of the workhouse. 3. Discipline and diet of the paupers.

paupers, except the sick, the children, persons of unsound mind, casual poor wayfarers, women suckling their children, and the paupers of the first and fourth classes, in the dining-hall or day-room, and in no other place whatever, and during the time of meals order and decorum shall be maintained.

ART. 105—No pauper of the second, third, fifth or sixth classes, shall go to or remain in his sleeping-room, either in the time hereby appointed for work, or in the intervals allowed for meals, except by permission of the Master or Matron.

Hours of rising and rest for the aged and young.

ART. 106.[1]—The Master and Matron shall (sub-

irregularity; and ought not, in general, to be permitted by the Guardians. All articles of food which the paupers may not consume in the dining-hall during the meal will be removed by the officers; and no pauper will be allowed to carry away any food from the dining-hall. It may be added that no pauper ought to be allowed to secrete articles of food in boxes or bags in the bed-rooms, as such a practice is uncleanly and likely to prove injurious to the health of the inmates.—*Ib.* The Master should be careful to see that the paupers are provided with knives, forks, plates, and suitable drinking vessels, and that these articles are clean and in proper condition. Neglect in this respect has led to much discreditable animadversion on the conduct of the Master and the management of the workhouse.—W. G. L.

[1] In fixing the hours of rising and going to bed, and the employment to the infirm men and women, and the children, the Guardians, and the Master and Matron, ought to consult the Medical Officer for the workhouse. This article likewise permits the Guardians to fix the times at which the infirm men and women, and the children (comprised in the first, fourth and seventh classes), shall have their meals, and also the manner in which their meals shall be furnished to them; for example, in their own rooms, if it be necessary.—*Instr. Letter.*

ject to the directions of the Guardians) fix the hours of rising or going to bed, for the paupers of the first, fourth and seventh classes, and determine the occupation and employment of which they may be capable; and the meals for such paupers shall be provided at such times and in such manner as the Guardians may from time to time direct.

Government of the workhouse.

3. Discipline and diet of the paupers.

ART. 107[2]—The paupers shall be dieted with

And, under this article, the Guardians may provide for the meals of those aged couples, who, in conformity with the 10 & 11 Vict. c. 109, § 23, are to live together.—See note 1, p. 44, *ante*.

[2] The Poor Law Board have issued the following General Order respecting Dietaries. It is dated 16 February 1848:—

New General Order respecting mode of altering dietaries.

To THE GUARDIANS OF THE POOR of the several Unions named in the Schedule hereunto annexed;—

To the clerk or clerks to the Justices, etc.

And to all others whom it may concern.

WHEREAS the Poor Law Commissioners have, by various Orders under their hands and seals, issued to the several unions named in the schedule hereunto annexed, the dates whereof are set forth in the said schedule, ordered and directed that the paupers of the respective classes and sexes who might then or thereafter be received and maintained in every workhouse of the said respective unions, should, during the period of their residence therein, be fed, dieted and maintained with the food and in the manner described in the table or tables set forth in each Order respectively.

Now, We, the Commissioners for administering the laws for relief of the poor in England, do hereby confirm all the said Orders now in force in the said several unions; and do order and direct, that the same shall continue to be acted upon and obeyed in the unions to which the same have been respectively directed until the said Commissioners shall, with reference to any one or more of such unions, by their Order, otherwise direct.

Government of the workhouse. 3. Discipline and diet of the paupers.

the food and in the manner set forth in the Dietary Table which may be prescribed for the use of the workhouse, and no pauper shall have or consume any liquor, or any food or provision, other than is allowed in the said dietary table, except on

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Provided, however, that if the Guardians of any union shall at any time or times deem it expedient that a change should be made, either temporarily or permanently, in the nature or quantity of the food specified in the Order last issued to such union, or in the manner therein described, and shall send a complete and accurate statement of the proposed alteration, in writing, signed by the presiding chairman of the meeting of the Board whereat the resolution for making such alteration was adopted, to the said Commissioners, and the said Commissioners shall sanction and approve of such alteration, the Guardians may, when the same shall have been so sanctioned and approved of, but not before, cause the same to be adopted and used in the workhouse or workhouses of the said union, as the case may be, without any further Order of the said Commissioners in that behalf.

Provided also, that nothing herein contained shall be taken to rescind or alter any provision or regulation of the Poor Law Commissioners contained in their General Order bearing date the 24th day of July 1847, and addressed to the said several unions herein referred to, which applies to the subject of the diet of the paupers in the workhouse or workhouses of such unions.

The schedule containing the list of unions follows:—

* * *

Dated 16th February, 1848.

CHAS. BULLER, JUN., *President.*
G. GREY.
C. WOOD.

It will be seen that the Poor Law Board have reserved to themselves a power to alter any dietary by a Special Order

Christmas-day,[1] or by the direction in writing of the Medical Officer, as provided in article 108. Government of the workhouse.

ART. 108.—Provided,— 3. Discipline and diet of the paupers.

Firstly.[2] That the Medical Officer may direct in writing such diet for any individual pauper as he may deem necessary, and the Master shall obey such direction until the next ordinary meeting of the Guardians, when he shall report the same in writing to the Guardians.

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when they think proper. The provision contained in this General Order only confers a power upon the Guardians to procure alterations which they think necessary without a Special Order. The report of Dr. E. Smith to the President of the Poor Law Board upon the dietaries of the inmates of workhouses, presented to Parliament, in 1866, should be carefully read by the Master and Matron; and his letter upon cooking in workhouses, circulated by the Poor Law Board and printed in the Appendix, *post*, requires their attention.

[1] In the dietary orders recently issued there is a provision which extends the above exception to the occasion of *any public festival or thanksgiving*. Festival dinners.

[2] The Medical Officer cannot order beer or wine as extras, or as comforts, to the inmates of the workhouse. He can only prescribe them as medicines, or as things specifically required for health. If the Medical Officer is of opinion that any persons from extreme age or chronic disease require to have any such extras, the Medical Officer may give a general direction to last for a quarter of a year, or for any other convenient period in respect of the particular paupers whom he may name. But he cannot give a general order for the supply of these or any other articles to an entire class of inmates, such as the aged and infirm.—*Off. Cir.* No. 20 (N. S.), 303.

These orders of the Medical Officer are to be entered in the Workhouse Medical Relief Book. Here also he can prescribe the supply of *snuff* and *tobacco* in those cases where he deems the use of these articles requisite for the health of the inmates.—W. G. L.

Government of the workhouse.
3. Discipline and diet of the paupers.
Temporary change of diet.

Secondly.[1] That if the Medical Officer at any time certify that he deems a temporary change in the diet essential to the health of the paupers in the workhouse, or of any class or classes thereof, the Guardians shall cause a copy of such certificate to be entered on the minutes of their proceedings, and may forthwith order, by a resolution, the said diet to be temporarily changed, according to the recommendation of the Medical Officer, and shall forthwith transmit a copy of such certificate and resolution to the Commissioners.

Thirdly.[2] That the Medical Officer shall be con-

Alteration of diet temporarily.

[1] This proviso will enable the Guardians to adopt, without delay, such suggestions of the Medical Officer with respect to diet, as the prevalence of any epidemic or other disease may render advisable.—*Instr. Letter.*

Subject to this exception, the pauper inmates in the house are prohibited from having or consuming any liquor or provision which is not allowed by the dietary table, except by the direction of the Medical Officer. It is the duty of the Porter to prevent the admission of any spirituous or fermented liquors, or other articles contrary to any of the regulations in the Order.—*Ib.* See also the exception as to Christmas-day in art. 107, and as to any festival or thanksgiving as above stated.—W. G. L.

The Commissioners do not consider it expedient that the Guardians should allow presents of food to be made to the pauper inmates of the workhouse.—*Instr. Letter.* Nor that they should be allowed to purchase or procure articles of food for themselves.—W. G. L.

Food for children and the sick.

[2] Most of the dietary orders leave to the Guardians the selection of the proper food for the young children after consulting the Medical Officer. Art. 207, No. 9, requires the Medical Officer of the workhouse to enter in the commencement of the Workhouse Medical Relief Book, a dietary for the sick paupers in as many different scales as he shall

sulted by the Matron as to the nature of the food of the infants, and of their mothers when suckling, and at the time when such infants should be weaned. Government of the workhouse. 3. Discipline and diet of the paupers.

Fourthly. That the Guardians may, without any direction of the Medical Officer, make such allowance of food as may be necessary to paupers employed as *nurses* or in the *household work;* but they shall not allow to *such* paupers any fermented or spirituous liquors on account of such work,[3] unless in pursuance of a written recommendation of the Medical Officer. Suckling and weaning of infants.

ART. 109.[4]—If any pauper require the Master Weighing of food.

deem proper. This book must therefore be referred to by the Master as the occasions arise.

[3] The 4 & 5 Wm. iv. c. 76, § 93, prohibits the use of any spirituous or fermented liquors in the workhouse, except under certain circumstances explained hereafter, or in conformity with some rule, order or regulation of the Poor Law Commissioners. Occasionally services are rendered by the paupers in the workhouse which require that stimulants should be given, and the Commissioners have made the above order with a reference to this necessity; but neither the Master nor the Guardians have absolute discretion in regard to this matter. The Medical Officer must be consulted as to what should be given and to whom. Hence, when any work is contemplated which may justify the supply of these liquors, the Guardians should consult their Medical Officer, and give directions to the Master before the work is commenced. In the case of sudden emergencies when the Master is called upon to supply some extra allowances, independently of the Guardians, he should make a report of his act to the next meeting of the Board, and obtain from them a ratification of his proceeding.—W. G. L.

[4] This article is intended to provide the means of satisfying every pauper that he receives the daily allowance of food assigned to him by the dietary.—*Instr. Letter.*

Government of the workhouse. 3. Discipline and diet of the paupers.

or Matron to weigh the allowance of provisions served out at any meal, the Master or Matron shall forthwith weigh such allowance in the presence of the pauper complaining and of two other persons.

Clothing of the paupers.

ART. 110.[1]—The clothing to be worn by the paupers in the workhouse shall be made of such materials as the Board of Guardians may determine.

ART. 111.—More than two paupers, any one of whom is above the age of seven years, shall not be allowed to occupy the same bed, unless in the case of a mother and infant children.

ART. 112.[2]—The paupers of the several classes

Clothing of paupers.

[1] The Commissioners remarked that the clothing worn by the paupers need not be uniform either in colour or materials. —*Ib.* It will be seen that in the General Order of Accounts, art. 14, *post*, direction is given that the clothing of the pauper inmates shall be marked on the inside with the name of the workhouse for the purpose of identification. No ignominious dress or peculiar clothing can be used for the purpose of punishment or to distinguish any class or set of paupers in the workhouse. See the letter of the Poor Law Commissioners, dated March 5, 1839, in the 6th Ann. Rep. 98. In regard to paupers who make a practice of absconding with the workhouse clothing, and after disposing of the same and suffering punishment for such conduct, are, upon due application, readmitted, the Guardians have been advised to procure materials for clothing of a kind not likely to be saleable, and to have the clothes supplied to such paupers indelibly marked in many places, (see 10 *Off. Cir.* 22,) though the marks must, as already noticed, be on the inside.

[2] The Poor Law Board have approved of the employment of able-bodied male inmates in pounding stones in a mortar with a pestle, 9 *Off. Cir.* 183; or in stone breaking in a stone yard adjoining the workhouse, 10 *Off. Cir.* 24. They do not consider that the Guardians should regard the profitable nature of the employment. This is of secondary importance.

shall be kept employed according to their capacity and ability; and no pauper shall receive any compensation for his labour.[3] Government of the workhouse.

ART. 113.—No pauper in the workhouse shall be employed or set to work in pounding, grinding or otherwise breaking bones, or in preparing bone dust. 3. Discipline and diet of the paupers.

ART. 114.[4]—The boys and girls who are inmates

The object to be regarded is to keep the pauper inmates at work so as to lead them to prefer a life of independence rather than to be a charge on the ratepayers.—*Ib.* 32.

As regards the able-bodied women who are the mothers of bastard children, the Board have recommended that they should not be employed upon the household work, if there be a sufficient number of other female paupers for that work. They should rather be set to pick oakum or some similar task. —*Ib.* 18.

[3] This article prohibits any pecuniary compensation for the labour of the inmates. Payment to paupers.

It may be well to refer to the 56 Geo. iii. c. 129, which prohibits the hiring out of workhouse inmates, and to the 5 & 6 Vict. c. 57, § 6, *ante*, p. 49, which provides for the performance of the task of work in the workhouse, and is not confined to vagrants as is often believed. 9 *Off. Cir.* (N. S.) 192.

[4] With respect to the religious, moral, and industrial training of pauper children, see the Report of the Commissioners, dated 21st January 1841.—*Instr. Letter.* See also 4 & 5 Wm. iv. c. 76, § 19, and 31 & 32 Vict. c. 122, § 22, which enacts that no child being an inmate of a workhouse, who shall be regularly visited by a minister of his own religious creed for the purpose of religious instruction, shall, if the parents or surviving parent, or in the case of orphans or deserted children, if such minister make request in writing to that effect, be instructed in any other religious creed, or be required or permitted to attend the service of any other religious creed than that entered in the creed register, except any child above the age of 12 years, who shall desire to receive instruction in some other creed or to attend the service of any other religious creed, and who shall be considered by Religious instruction of children.

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of the workhouse shall, for three of the working hours, at least, every day, be instructed in reading, writing, arithmetic and the principles of the Christian religion, and such other instruction shall be imparted to them as may fit them for service, and train them to habits of usefulness, industry and virtue.

Leaving the workhouse.

ART. 115.[1]—Any pauper may quit the work-

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the Poor Law Board to be competent to exercise a judgment upon the subject.

The statutes 29 & 30 Vict. c. 113, § 14, and 31 & 32 Vict. c. 122, § 23, contain provisions under which children not belonging to the Established church may be removed from the workhouse by an order of the Poor Law Board to a school of their own faith.

Quitting of the workhouse by the paupers.

[1] By this article, no pauper is allowed to quit the workhouse without giving a *reasonable notice* of his or her wish to do so. —*Instr. Letter.* In the 3 *Off. Cir.* p. 96, the explanation of this expression in the Instructional letter is given. It is there stated that the object of the article is to show the circumstances under which a pauper may regularly leave the house. It enunciates his right, and the workhouse Master's obligation, so far as leaving the house is concerned; but it does not purport to impose any restriction upon the pauper, nor make his leaving it, in any other manner than that indicated, an offence.

Requisite notice to quit.

The reasonableness of the notice must depend upon the circumstances under which it is given. In many of their former Orders, the Commissioners fixed the length of the notice at *three hours*, but they have now preferred the indeterminate expression used in this article; inasmuch as the period of three hours might sometimes be too long and at other times too short. *Some* time after the giving of the notice is requisite, in order to enable the Master to restore to the pauper his own clothes (see art. 95), and to receive back those belonging to the Guardians. Some time likewise is required in order to enable the Master to make the proper entries in the books. Moreover, a pauper cannot, in general,

house upon giving to the Master, or (during his absence or inability to act) to the Matron, a reason- Government of the workhouse.

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be discharged during the night, or at the time of meals, or during the performance of Divine service. It may be added that a longer time must be allowed to the Master, if several paupers give the notice simultaneously; but the Master will not be justified in throwing any unnecessary impediment in the way of a pauper's leaving the house in the shortest practicable time.—*Instr. Letter.*

Discharge on Sunday.

Although paupers ought not to be discharged during the performance of Divine service, there is no power of detaining them during the whole of Sunday, if they should desire to leave the workhouse on that day.—*Ib.*

Power to detain orphan children.

The Commissioners believe that the Guardians (and the Master of the workhouse, as their officer,) have over orphan children, or children deserted by their parents, the same control which a Guardian possesses over his ward; and that they may therefore detain in the workhouse any such infant under the age of sixteen; provided that they have reasonable grounds for believing that leaving the workhouse would be attended with injurious consequences to the child. The Guardians, however, are not authorised to detain in the workhouse young persons above sixteen years of age who have no friends, and are not going into service.—*Instr. Letter.* But *quære* as to the power of detaining young children.—W.G.L.

Adults.

But there is no legal power of detaining in the workhouse mothers of bastard children who may be in the habit of quitting the workhouse and returning to it after a few days' absence.—*Instr. Letter.* As to such women and other paupers observations occur in 3 *Off. Cir.* 94, and 7 *Off. Cir.* (N.S.) 237.

The Commissioners think that in such cases it might be well to warn the parties that, unless under circumstances of urgent necessity, the relieving officer would not give an order for their readmission into the workhouse without a direction from the Board of Guardians, and that in all cases when readmitted they should be placed in the probationary ward, and be treated in the same manner as paupers admitted for the first time into the workhouse. The Commissioners also think that all such paupers should be kept to hard work under strict discipline and superintendence.—3 *Off. Cir.* 94.

Government of the workhouse. able notice of his wish to do so; and in the event of any able-bodied pauper, having a family, so

3. Discipline and diet of the paupers.

These observations apply also to other paupers who leave the workhouse and return shortly afterwards for re-admission. —W. G. L. See also 7 *Off. Cir.* (N. S.) 237.

Diseased paupers.

With regard to diseased paupers, the 30 & 31 Vict. c. 106, § 22, contains the following provision: "When there shall be in any workhouse a poor person suffering from mental disease, or from bodily disease of an infectious or contagious character, and the medical officer of such workhouse shall, upon examination, report in writing that such person is not in a proper state to leave the workhouse without danger to himself or others, the Guardians may direct the Master to detain such person therein, or if the Guardians be not sitting, the Master of the workhouse may, until the next meeting of the Guardians, detain him therein; and such person shall not be discharged from such workhouse until the Medical Officer shall in writing certify that such discharge may take place; provided, however, that this enactment shall not prevent the removal of a lunatic to a lunatic asylum, registered hospital, or licensed house, where such removal is otherwise required by law, nor the removal of any poor person after the parent or next of kin of such person shall have given to the Guardians such an undertaking as they shall deem satisfactory to provide for the removal, charge and maintenance of such person, with due care and attention while the malady continues." Though the masculine term is used, the clause applies equally to females.

This clause will not apply to cases of persons suffering from any disease not infectious or contagious; therefore the Master cannot detain any such pauper in the workhouse, nor a blind or deaf and dumb person.—W. G. L.

The Master cannot detain a pauper against his will where an order of justices has been obtained for his removal, whether the 21 days have or have not expired.—W. G. L.

Offenders.

When a pauper has committed an offence or been guilty of a misbehaviour in the workhouse, punishable by confinement under art. 130 or 131, his giving the proper notice to quit the workhouse will not prevent the completion of such punishment, provided the confinement does not extend beyond the period

quitting the house, the whole of such family shall be sent with him, unless the Guardians shall, for mentioned in the seventh section of 54 Geo. iii. c. 170; viz. twenty-four hours, or such further space of time as may be necessary, in order to bring such pauper before a justice of the peace.—*Instr. Letter.*

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This article further provides that when any able-bodied pauper, having a family, quits the house, the whole of such family shall be sent with him or her, unless the Board of Guardians shall otherwise direct. — *Instr. Letter.* If the pauperr efuse to go after giving notice, the Master, however, cannot discharge him.—7 *Off. Cir.* (N. S.) 207.

Part of the family quitting,

Upon this provision it may be remarked that the mother of a legitimate child, or of an illegitimate child born since the passing of the Poor Law Amendment Act, should, on leaving the workhouse, take her child with her.—*Instr. Letter.* But she cannot be detained in the workhouse to compel her to do so. If she quit it, the child may be sent with her; and as regards the mother of an illegitimate child, wherever born, she will be punishable as a vagrant, if having so left the workhouse without her child, she deserts it. See 7 *Off. Cir.* 160; 7 & 8 Vict. c. 101, § 6. But if the mother leaves her child in the workhouse, and returns without it to her previous home in the parish, she is not liable to punishment under the Vagrant Act, as running away and leaving the child chargeable. *Guardians of the Cambridge Union* v. *Parr*, 30 L. J. M. C. 241; 4 L. T. (N. S.) 323.

Mother and child.

In regard to the mother of a bastard child who desires to quit the workhouse, but has no provision for clothing for her child, the Commissioners have stated that she may apply to the Guardians or to the relieving officer, and the necessary allowance may be made to her as for a case of emergency, under the first exception to art. 1, of the General Prohibitory Order; and that the Master may be empowered to furnish clothing for the child in cases of this sort, where there is not time for the woman to make application to the Guardians or the relieving officer, *Letter of the Commissioners of February 5th*, 1846. *Parliamentary paper in* 1846, *No.* 234. The Poor Law Commissioners in a Minute, dated October 29th, 1839, printed in the 6th Ann. Rep. p. 98, lay down these rules:

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any special reason, otherwise direct; and such directions shall be in conformity with the Regu-

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"With respect to allowances of clothing to paupers in the workhouse, it is desirable that persons residing a short time in the workhouse should not on leaving it be furnished, except under very particular circumstances, with a fresh suit of clothes." Adverting to the practice of paupers coming in rags into the workhouse, they say that "no way has been found of preventing this evil except by keeping to the strict rule of giving to a pauper who leaves the house no other clothes than those he had on when he entered it."

"Persons permanently domiciled in the workhouse, and especially children who have remained in it from an early age, must on quitting it be furnished with a decent outfit of clothing. Young persons who have been brought up in the workhouse, and who leave it for service or apprenticeship, ought in the opinion of the Commissioners to be furnished with such an outfit of clothing as is usually possessed by young persons not being paupers in a similar condition."

Husband and wife.

It seems doubtful if the Guardians have the power to prevent the wife from leaving the workhouse without her husband; but the husband can, if he thinks fit, detain her in the workhouse by his marital authority; and the Guardians would be justified in refusing her permission to quit the house under such circumstances.—*Instr. Letter.* [If he consent to her going without him the Master might accept her notice. If he wishes to go out of the house and to take his wife, but she refuses to accompany him, the Master may compel her to go.—W.G.L.] If the husband be out of the house and the wife in it, the Guardians are not justified in detaining her there if he require her to come to him. If indeed she has reasonable ground to apprehend ill-usage from him, she should be taken before a justice to swear to articles of the peace.—5 *Off. Cir.* 16. But more effectual remedy will be supplied by 31 & 32 Vict. c. 122, § 33. Where a man and his wife are in the workhouse, and the latter goes out alone and returns alone as a matter of practice, the Guardians may, when they find this practice to become inconvenient, discharge the husband with his wife; and require that upon admission they should be subjected to the same discipline as upon the first admission.—8 *Off. Cir.* 96.

lations[1] of the Commissioners with respect to relief in force at the time. Government of the workhouse.

ART. 116.[2]—Provided, nevertheless, that the 3. Discipline and diet of the paupers.

If the wife be insane the Guardians cannot, unless under 30 & 31 Vict. c. 106, § 22, cited above, detain her against her husband's will; neither can they detain a child against the consent of the parent.—W. G. L.

[1] Those particularly are referred to which are contained in the Prohibitory Order. In the 3 *Off. Cir.* 32, the rule of conduct of the Master of the workhouse is laid down thus:—1st. With regard to the families of paupers *not able-bodied.* In the absence of all instructions from the Guardians, they must accompany the head of the family if he or she leave the house; but the Master may receive and act upon general instructions to the contrary, either to let a particular family, or a class of families, remain in the house when the head is allowed to go out. 2nd. With regard to *the able-bodied* the rule is that the Master cannot receive a general instruction to let a particular person leave the house without his family, but he must have a special instruction in every case which the article enables the Guardians to give wherever special reasons apply. Moreover the case must be carefully brought within the exceptional provisions in the General Prohibitory Order, or be referred to the Poor Law Board for their sanction.

[2] In general, any pauper who quits the workhouse, having given the notice under art. 115, is understood to have ceased to be an inmate of it; and if he should be subsequently re-admitted (see art. 88), he will go through the process required by arts. 91-96. But this article prescribed a mode by which a pauper may be allowed to quit the workhouse temporarily without ceasing to be an inmate of it, and without being subject upon his return to the regulations in those articles. —*Instr. Letter.* Provision for temporary absences of pauper.

In the first Order for regulating workhouses the Commissioners authorised this provision in cases where there were "urgent or special reasons," and in their letter observed:—"The following may serve as examples of the 'urgent or special reasons' for which a pauper may be permitted to quit the workhouse; viz.—1. In order to search for work in the neighbourhood.—2. To visit a relation.—3.

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Temporary absences.

Guardians may, by any general or special direction, authorise the Master to allow a pauper, without giving any such notice as is required in art. 115, to quit the workhouse, and to return after a temporary absence only; and every such allowance shall be reported by the Master to the Guardians at their next ordinary meeting.

To attend the baptism of a child at the parish church (see below, note on art. 124). This permission ought to be given only from time to time, as the occasion may arise, and in ordinary cases by the Board of Guardians, not by their officers; and not at stated intervals, for example, once a week or once a fortnight. A permission to leave the house at stated intervals is found in practice to be abused."

It will be seen that the above regulation is not framed with reference to the existence of any such "urgent or special reasons," but empowers the Guardians to authorise the Master to permit temporary absence. The Guardians must, however, give some special directions upon the subject; and the above observations may afford them some assistance in framing such directions. They cannot delegate a general power to the Master to give temporary leave of absence to the indoor paupers at his own discretion.—W. G. L.

The Poor Law Board have expressed their disapprobation of a general resolution of the Guardians "that the Master be empowered at his discretion to allow any of the aged inmates of the workhouse to leave the workhouse *for the purpose of exercise and recreation.*" They distinguished the case where exercise out of the workhouse is recommended for the health of any such inmate.—7 *Off. Cir.* 208.

Clandestine departures.

If an adult person should abscond from the workhouse without giving any notice (for example, by climbing over a wall, or dropping from a window), he is now punishable under art. 127; and if he should carry away clothes or other effects of the Guardians, he may be convicted under the 55 Geo. iii. c. 137; or if he do any wilful damage to the property of the Guardians, he may be punished under 24 & 25 Vict. c. 97; and under 5 & 6 Vict. c. 57, § 5. The Guardians and their officers are not empowered to capture any such person, and

ART. 117.—Provided also, that nothing herein contained shall prevent the Master from allowing the paupers of each sex under the age of *fifteen*, subject to such restrictions as the Guardians may impose, to quit the workhouse, under the care and guidance of himself, or the Matron,[1] Schoolmaster, Schoolmistress, Porter, or some one of the assistants and servants of the workhouse, for the purpose of exercise.

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ART. 118.—Any person may visit any pauper in the workhouse by permission of the Master, or (in his absence) of the Matron, subject to such conditions and restrictions as the Guardians may prescribe; such interview shall take place in a room separate from the other inmates of the workhouse, and[2] in the presence of the Master, Matron, or Porter, except where a sick pauper is visited.

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bring him back against his will. * * * With respect to the power of the Guardians over children who may leave the workhouse without permission, see the remark in the note to art. 115.—*Instr. Letter.*

With respect to the penalty for abuses of the permission to quit the workhouse temporarily, see note on art. 126.—*Ib.* In the 7 *Off. Cir.* 208, the Poor Law Board advise that where pauper inmates abuse this privilege of discharge and readmission, they should not be admitted on a subsequent occasion, except subject to the strict rules prescribed upon their first admission as regards the probationary ward, the bath, and workhouse dress. They also recommend that the Master should not re-admit without a fresh order, unless the pauper exhibit evidence of real urgency, such as illness.

[1] It is the duty of the Schoolmaster and Schoolmistress to accompany the children on these occasions, unless the Guardians should otherwise direct.—*Ib.*

[2] This restriction is not intended to offer any obstacle to the innocent and proper visits of relations and friends; and the

Visits to paupers.

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Conduct of paupers in the workhouse.

ART. 119.—No written or printed paper[1] of an improper tendency, or which may be likely to pro-

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Master or other officer present ought not to listen to the conversation between the visitor and the pauper, unless there should be a reasonable ground for suspecting the conversation to be of an improper character.—*Instr. Letter.* This article also must not be considered as interfering with the right of ministers of religion to visit inmates of the workhouse as provided for by the 4 & 5 Wm. iv. c. 76, § 19, and the 31 & 32 Vict. c. 122, § 20.—W. G. L.

It is desirable that there should be fixed days in the week on which paupers should be allowed to receive visits; and that they should not, in general, be visited on other days, except in cases of sickness or necessity.—*Ib.* Whoever may be the visitor, whether a Guardian or a stranger, the Master or Matron should be in attendance. The Board of Guardians, or the visiting committee on an official inspection, may dispense with such attendance; and circumstances may render it necessary that they should inspect the wards unaccompanied by any officer of the establishment; but the case of an individual Guardian having no official authority is however different.—7 *Off. Cir.* 304. An exception must also be made in respect of ministers of religion who may desire to visit paupers inmates of their own faith.—W. G. L.

The article in the text is so worded as to remove the ambiguity in regard to the visits to sick paupers, which it had been conceived could only take place in the presence of the Master, Matron, or Porter; upon which misconception the Commissioners issued their circular letter of 31st October 1844. See 4 *Off. Cir.* 176.

[1] The words "printed paper" comprehend any newspaper, handbill, book, pamphlet, etc.—*Instr. Letter.*

Written or printed papers are not wholly prohibited, but only such as are described in the article. The Guardians must therefore exercise a proper discretion as to what they will allow to be admitted. The Poor Law Board are quite favourable to the introduction of instructive, moral and entertaining publications of periodical circulation, so long as they have no tendency to create insubordination or improper sentiments

duce insubordination, shall be allowed to circulate, or be read aloud, among the inmates of the workhouse. Government of the workhouse.

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ART. 120.—No paupers shall play at cards, or at any game of chance, in the workhouse;[2] and the Master may take from any pauper, and keep until

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among the inmates. Religious publications dealing with controversial subjects in tone and language calculated to disturb the religious principles of the inmates, may be properly prohibited by the Guardians.—W. G. L.

It is the duty of the Porter to prevent the admission into the workhouse of any letter or printed paper falling within the prohibition in art. 119.—*Ib.*

The Master is not empowered to examine letters written by paupers in a workhouse, and such letters should be sent to the post. Paupers may be permitted to receive writing materials sent by their friends.—*Instr. Letter.* But the Master is not required to supply such materials to the inmates.—W. G. L. Letters to paupers.

Neither can he insist upon opening letters sent to a pauper in the workhouse.—3 *Off. Cir.* 160. [Unless, indeed, he has reason to believe that the communication is of a nature tending to subvert his authority, or to produce disorder in the house. —W. G. L.] He cannot take money transmitted in a letter to a pauper inmate, but should communicate the fact of such transmission to the Guardians, who will determine as to the destitution of the party so receiving the money.—*Instr. Letter.* He should receive, or allow the pauper to obtain from the Post-office money transmitted by Post-office order.—7 *Off. Cir.* 160; but should report the fact of such receipt to the Guardians that they may exercise the power conferred upon them by the 11 & 12 Vict. c. 103, § 16, of taking the money received by the pauper in discharge of the cost of his relief as already referred to.

[2] It is desirable that the prohibition in this article should be applied to the inmates of the vagrant ward, as well as to the other paupers.—*Instr. Letter.*

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his departure from the workhouse, any cards, dice, or other articles applicable to games of chance, which may be in his possession.

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ART. 121.[1]—No pauper shall smoke in any room of the workhouse, except by the special direction of the Medical Officer, or shall have any matches or other articles of a highly combustible nature in his possession, and the Master may take from any person any article of such a nature.

ART. 122.[2]—Any licensed minister of the religious persuasion of an inmate of the workhouse, who may at any time in the day, on the request of any inmate, enter the workhouse for the purpose of affording religious assistance to him, or for the

Smoking.

[1] In some places the practice of smoking prevails so universally that the deprivation might be injurious to the health of the individual, it is therefore open to the Medical Officer to direct its use in any particular case.—W. G. L.

The article above specifies the room of the workhouse, and does not apply to the yards or outdoor premises of the workhouse; as to them the Guardians can make special rules. The disobedience of the order of the Commissioners, or the rules of the Guardians in this matter, would amount to misconduct in the workhouse, for which the pauper who smokes contrary to such order would be liable to punishment.—7 *Off. Cir.* 236.

Where tobacco is allowed, it should be found by the Guardians; that is, they should not give the pauper money to purchase it, nor allow strangers to give it to the paupers.—W. G. L.

Religious services.

[2] It is convenient here to introduce the provisions relative to the religious faith of the inmates contained in the recent Act 31 & 32 Vict. c. 122, § 16 to § 20. Sect. 16 is as follows:—The officer for the time being acting as the Master of a workhouse, or the Master of a pauper school, shall keep a

Creed Register.

register of the religious creed of the pauper inmates of such workhouse or school separate from all other registers in such form and in such particulars as shall be prescribed by the Poor

purpose of instructing his child or children in the principles of his religion, shall give such assistance

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Law Board by an order under their seal, and shall, as regards every inmate of such workhouse or school at the date to be fixed by such order, and subsequently upon the admission of every inmate therein, make due enquiry into the religious creed of such inmate, and enter such religious creed in such register.

17. In regard to any child in the workhouse or school under the age of *twelve* years, whether either of its parents be in the workhouse or not, or whether it be an orphan or deserted child, the Master or Superintendent shall enter in such register, as the religious creed of such child, the religious creed of the father, if the Master or Superintendent know or can ascertain the same by reasonable inquiry, or, if the same cannot be so ascertained, the creed of the mother of such child, if the same be known to the said Master or Superintendent, or can be by him in like manner ascertained; and the creed of an illegitimate child under the same age shall be deemed to be that of its mother, when that can be ascertained.

18. If any question shall arise as to the correctness of any entry in such register, the Poor Law Board may, if they think fit, inquire into the circumstances of the case, and determine such question by directing such entry to remain or to be amended according to their judgment.

Ministers' visit.

19. Every minister of any denomination officiating in the church, chapel, or other registered place of religious worship of such denomination which shall be nearest to any workhouse or school, or any ratepayer of any parish in the *union*, shall be allowed to inspect the register which contains the entry of the religious creed of the inmates at any time of any day, except *Sunday*, between the hours of ten before noon and four after noon.

20. Such minister may, in accordance with such regulations as the said Board shall approve of or by their order prescribe, visit and instruct any inmate of such workhouse or school entered in such register as belonging to the same religious creed as such minister belongs to, unless such inmate, being above the age of 14, and after having been visited at least once by such minister, shall object to be instructed by him.

It is to be observed that, although as regards the members

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or instruction, so as not to interfere with the good order and discipline of the other inmates of the workhouse.

And such religious assistance or instruction shall be strictly confined to inmates who are of the religious persuasion of such minister, and to the children of such inmates.

Except in the cases in which the Guardians may lawfully permit religious assistance and instruction to be given to any paupers who are Protestant dissenters, by licensed ministers who are Protestant dissenters.[1]

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of the Established church, the incumbent of the parish cannot prevent the ministration of the chaplain duly appointed for the workhouse, see *Molyneux* v. *Bagshaw*, 8 L. T. (N. S.) 331, and may not be entitled to insist upon his own admission into the workhouse to administer religious services or instruction to the inmates, he can prevent any other minister of the Established church from doing so.—W. G. L.

It appears to the Commissioners that the 4 & 5 Wm. iv. c. 76, § 19, does not contemplate the attendance of members of the Established church at the Divine service performed by a Dissenting Minister in a workhouse. If any adult members of the Established church should desire to attend the service of a Dissenting Minister, the Commissioners would not interfere to prevent their attendance, provided that no improper influence was used to induce them to attend, although they consider it objectionable; but the Commissioners think that children, being members of the Established church, should never be permitted to attend on such occasions, and they would, in case of necessity, prohibit any such practice by an order. See a full statement of the views of the Commissioners on this subject in a letter to the Liskeard Guardians, in their 7th Ann. Rep. p. 230, App. B. No. 2.—*Instr. Letter.*

The Commissioners have accordingly issued such orders in some few instances, and in one case extended their order to protect the adults.—W. G. L.

[1] A Catholic priest is not to be permitted to instruct the

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ART. 123.—No work, except the necessary household work and cooking, shall be performed by the paupers on Sunday, Good Friday, and Christmas-day.[2]

ART. 124.[3]—Prayers shall be read before breakfast and after supper every day, and Divine service shall be performed every Sunday, Good Friday, and Christmas-day in the workhouse (unless the Guardians, with the consent of the Commissioners, otherwise direct), and at such Prayers and Divine service all the paupers shall attend, except the sick, persons of unsound mind, the young children, and such as are too infirm to do so; provided that those paupers who may object so to attend, on account of their professing religious principles differing from those of the Established church, shall also be exempt from such attendance.

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child of a Baptist or Presbyterian, nor *vice versâ;* but a Baptist minister may instruct a Presbyterian child, if the tenets or doctrines of these different denominations do not prohibit such a course. This exception provides for such cases. See the provision in the 31 & 32 Vict. c. 122, § 20, *ante.*

[2] The Guardians will doubtless sanction the same abstinence in respect of inmates, not of the Established church whose religion requires particular days to be kept sacred. The Roman catholics, the Jews, the Presbyterians, have days specially ordained to be kept sacred.

Prayers in the workhouse.

[3] The Master and the other officers of the workhouse ought, as far as possible, to attend morning and evening prayers in the workhouse. By art. 208, No. 4, *ante,* it will be the duty of the Master to read the prayers both morning and evening; and he ought only to cause them to be read by others, in case he should be prevented by conscientious scruples, or should be incapacitated through some defect of speech. It will be the duty of the Chaplain to read prayers and preach a sermon on Sunday, Good Friday and Christmas-day, in the workhouse, unless the Guardians should otherwise direct.—*Instr. Letter.*

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ART. 125.[1]—The Guardians may authorise any inmates of the workhouse, being members of the Established church, to attend public worship at a parish church or chapel, on every Sunday, Good Friday, and Christmas-day, under the control and inspection of the Master or Porter, or other officer.

ART. 126.[2]—The Guardians may also authorise any inmates of the workhouse, being dissenters

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Service on Sunday.

[1] Where the Guardians have appointed a chaplain, it is in general desirable that Divine service should be performed on Sunday, in the workhouse by the Chaplain, and that the inmates who are members of the Established church should not go out to attend Divine service.—*Ib.* It will be seen that the article in the text introduces Christmas-day and Good Friday in addition to the days in the regulations formerly in force.

Baptism.

Children ought, in general, to be baptised at church; and they ought to be baptised in the workhouse only under circumstances which would justify the administration of baptism in a private house. Of this necessity the chaplain must judge. The Sacrament of the Lord's Supper should not be administered in the workhouse, except to the sick and disabled inmates, but to them it should be administered as often as the Chaplain may deem requisite. Any of the other inmates whom he may judge fit to communicate with them should be permitted to do so.—*Instr. Letter.* But this latter case can only be allowed where there is a chapel in the workhouse, and the Bishop of the diocese has consented to the celebration of the Communion therein.—3 *Off. Cir.* 31.

The registration of a baptism in the workhouse, even though it is performed by the minister of another parish who may happen to be the chaplain of the workhouse, must be in the parish where it takes place in fact. 9 *Off. Cir*, 19.

The churching of women confined in the workhouse, should take place in the parish church.—*Instr. Letter.*

[2] A similar remark as to leaving the workhouse on Sundays, as in the beginning of the last note, applies also to Protestant dissenters, where they are visited in the workhouse by ministers

from the Established church, to attend public worship at any dissenting-chapel in the neighbourhood of the workhouse, on every Sunday, Good Friday, and Christmas-day.

Government of the workhouse.

3. Discipline and diet of the paupers.

of their own pursuasion. There is, however, greater difficulty in the case of Roman catholics; inasmuch as Mass cannot be solemnised in a workhouse, unless it should contain an altar consecrated for the purpose.—*Instr. Letter.* This article does not authorise the Guardians to compel dissenters to go to their own place of worship.—7 *Off. Cir.* 206.

Attendance on Divine service.

By art. 125 it is required that, when the members of the Established church attend Divine service out of the workhouse, they should be under the control and inspection of the Master or Porter. This condition is necessarily omitted in art. 126; because the Master or Porter could not accompany both the members of the Established church and the Dissenters. The attendance of the Master or Porter was rendered imperative in the former case; inasmuch as in the workhouses to which this Order applies, the inmates who are members of the Established church greatly outnumber the members of other religious denominations. In the latter case, it will be the duty of the Guardians to make such regulations as will prevent any abuse of the permission, by Dissenters, who are inmates of the workhouse; such as inducing the ministers of the different congregations to certify the attendance of the inmates professing to frequent their chapels, and to state the times of the commencement and end of the service.—*Ib.*

This article is however superseded by the 31 & 32 Vict. c. 122, § 21, which enacts that "every inmate for whom a religious service according to his own creed shall not be provided in the workhouse shall be permitted, subject to regulations to be approved of or ordered by the Poor Law Board, to attend, at such times as the said Board shall allow, some place of worship of his own denomination within a convenient distance of the said workhouse, if there be such in the opinion of the Board: provided that the Guardians may, for abuse of such permission previously granted, or on some other special ground, refuse permission to any particular inmate, and shall in such case cause an entry of such refusal and the grounds thereof to be made in their minutes."

Government of the workhouse.

Fourthly, as to the *Punishments for Misbehaviour of the Paupers.*[1]

4. Punishments for misbehaviour of the paupers.

ART. 127.—Any pauper, being an inmate of the workhouse—

Disorderly paupers.

Who shall neglect to observe such of the regulations in this Order as are applicable to him as such inmate;

Or who shall make any noise when silence is ordered to be kept;

Misconduct thereat.

Any pauper permitted to quit the workhouse under arts. 116, 125, or 126, and returning after the appointed time of absence, or misbehaving in going to, at, or returning from public worship, may be punished as disorderly by virtue of art. 127.

General advice as to treatment in cases of misbehaviour.

[1] In their Instructional letter upon the former General Order, the Commissioners justified their provisions for the punishment of paupers misbehaving in the workhouse, by reference to the 4 & 5 Wm. iv. c. 76, §§ 15 & 42. and § 93; the 54 Geo. iii. c. 170, § 7; and 55 Geo. iii. c. 137, § 5; and conclude:—

"Acting on the spirit of all these provisions, it appears desirable to impose slight punishments within the walls of the workhouse itself for all trifling offences, and not to harass the justices with complaints which must often relate to trifling matters, or to press for the rigorous measure of commitment to hard labour, at a great expence to the county, except when absolutely necessary. It will be observed that the word '*misbehaviour*,' in the 55 Geo. iii. c. 137, § 5, whilst it includes the instances of misbehaviour enumerated by the order of the Commissioners, also comprehends any kind of misbehaviour not specified in such order. It will be desirable, therefore, that the Master, in all cases unprovided for in the Order of the Commissioners, or whenever he may entertain doubts as to his authority, should lay a complaint before the magistrates under the provision just recited."—*Instr. Letter.*

Although it is not necessary for the Master previously to obtain the order of the Guardians to lay the information, he must obtain their confirmation of his proceedings, commenced without their directions, to ensure their payment of his costs.

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

Or shall use obscene or profane language;
Or shall by word or deed insult or revile any person;
Or shall threaten to strike or to assault any person;
Or shall not duly cleanse his person;
Or shall refuse or neglect to work, after having been required to do so;
Or shall pretend sickness;

He should therefore in general (except where the nature of the case will not admit of delay,) seek their directions before he commences such proceedings.—9 *Off. Cir.* 96. See also art. 146, *post*. If the Guardians direct such proceedings to be taken, it is the duty of the Clerk to the Guardians to make the requisite application to the justices and not of the Master.—See the General Order of February 1866, art. 3. The Master may detain the pauper in the house a sufficient time to enable him to be taken before a justice.—W. G. L.

Statutory remedies.

It may be well to remark that, besides these regulations of the Commissioners, the 50 Geo. iii. c. 50, § 4, imposes penalties upon persons sent to the workhouse, for embezzling, or wilfully wasting, spoiling, or damaging any of the clothing, goods, or materials committed to his care; or taking them away without permission of the Master of the workhouse.

The 55 Geo. iii. c. 134, § 2, (extended by the 11 & 12 Vict. c. 110, § 9, to union paupers,) imposes a penalty on any person who deserts or runs away from any workhouse, and carries away with him or her any clothes, linen, or other goods or things; and sect. 5 imposes a penalty upon pauper inmates who refuse to work, or are guilty of drunkenness, or other *misbehaviour;* while the 5 & 6 Vict. c. 57, § 5, render persons in the workhouse who refuse or neglect to perform the task of work suited to their age, strength, and capacity, or wilfully destroy or injure their own clothes, or damage any of the property of the Board of Guardians, liable to be prosecuted as vagrants.

The 7 & 8 Vict. c. 101, § 58, increases the term of imprisonment imposed by the former statute; and the 13 & 14 Vict. c.

Government of the workhouse. 4. Punishments for misbehaviour of the paupers.

Or shall play at cards or other game of chance;
Or shall refuse to go into his proper ward or yard, or shall enter or attempt to enter, without permission, the ward or yard appropriated to any class of paupers other than that to which he belongs;
Or shall climb over any fence or boundary wall surrounding any portion of the workhouse premises, or shall attempt to leave the workhouse otherwise than through the ordinary entrance;
Or shall misbehave in going to, at, or returning from public worship out of the workhouse, or at Divine service or Prayers in the workhouse;
Or having received temporary leave of absence, and wearing the workhouse clothes, shall return to the workhouse after the appointed time of absence without reasonable cause for the delay;
Or shall wilfully disobey any lawful order of any officer of the workhouse;
—Shall be deemed DISORDERLY.

Refractory paupers.

ART. 128.—Any pauper being an inmate of the workhouse who shall, within *seven* days, repeat any one, or commit more than one, of the offences specified in art. 127;
Or who shall by word or deed insult or revile the Master or Matron, or any other officer of the workhouse, or any of the Guardians;

101, § 8, adds hard labour as part of the sentence, while sect. 59 of the former act enables the Guardians to pay the costs of the apprehension of parties charged with these offences, and of their prosecution.

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

Or shall wilfully disobey any lawful order of the Master or Matron after such order shall have been repeated;

Or shall unlawfully strike or otherwise unlawfully assault any person;

Or shall wilfully or mischievously damage or soil any property whatsoever belonging to the Guardians;

Or shall wilfully waste or spoil any provisions, stock, tools, or materials for work, belonging to the Guardians;

Or shall be drunk;

Or shall act or *write* indecently or *obscenely;*

Or shall wilfully disturb other persons at public worship out of the workhouse, or at Divine service or prayers in the workhouse;

—Shall be deemed REFRACTORY.

Master's power to punish.

ART. 129.[1]—The Master may, with or without the direction of the Guardians, punish any *disorderly* pauper by substituting, during a time not greater than forty-eight hours, for his dinner, as prescribed by the dietary, a meal consisting of eight ounces of bread, or one pound of cooked potatoes or boiled rice, and also by withholding from him, during the same period, all butter, cheese, tea, sugar, or broth, which such pauper would otherwise receive at any meal during the time aforesaid.

[1] By this article, the Master is authorised to make certain changes in the diet of disorderly paupers, without any order of the Board of Guardians, either general or specific.—*Instr. Letter.* Some of the offences mentioned are the subject of criminal prosecutions, and may be so treated if the Guardians think proper, instead of being dealt with under these regulations.—W. G. L.

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

ART. 130.—The Guardians may, by a special direction to be entered on their minutes, order any refractory pauper to be punished by confinement in a separate room,[1] with or without an alteration of diet, similar in kind and duration to that prescribed in article 129 for disorderly paupers; but[2] no pauper shall be so confined for a longer period than *twenty-four hours;* or if it be deemed right that such pauper shall be carried before a justice

Personal restraint of paupers.

[1] In certain very rare cases, it is possible that the Master may be unable to exercise his lawful power, or to carry into effect the regulations of the Commissioners, without using force towards some refractory pauper. In all such cases he should, if possible, avoid laying hands on the pauper, but he should call in the aid of the porter or other officer. In such cases, too, it may often be desirable that the Master should cause such refractory paupers to be taken before a magistrate. —*Instr. Letter.*

The Commissioners have deemed it generally inexpedient that the Master should require another pauper to lay hold of a refractory pauper.—W. G. L.

[2] This proviso is in conformity with the enactment in 54 Geo. iii. c. 170, § 7, and the 4 & 5 Wm. iv. c. 76, § 93.

Penal dress.

In their first orders the Poor Law Commissioners authorised the Guardians to change the dress of disorderly or refractory paupers during a period not exceeding forty-eight hours, but prohibited them from causing any adult pauper, or class of adult paupers, not being disorderly or refractory, to wear a penal or disgraceful dress. They stated—"This prohibition is principally aimed at a practice (which was formerly prevalent in the parish workhouses, and which still lingers in a few workhouses under Boards of Guardians,) of compelling the mothers of bastards to wear a yellow gown or some other mark of disgrace. The reasons of the Commissioners for disapproving of this practice are stated in a Minute printed in their 6th Ann. Rep. p. 98."—*Instr. Letter.* See note 1, *ante*, p. 60.

Neither the Commissioners nor the Poor Law Board renewed the prohibition in the subsequent orders, the practice referred to having become so rare as not to require notice.

of the peace, and if such period of twenty-four hours should be insufficient for that purpose, then for such further time as may be necessary for such purpose.[3]

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

ART. 131.—If any offence, whereby a pauper becomes refractory under art. 128, be accompanied by any of the following circumstances of aggravation; (that is to say) if such pauper

Aggravated offence.

Persist in using violence against any person;

Or persist in creating a noise or disturbance, so as to annoy other inmates;

Or endeavour to excite other paupers to acts of insubordination;

Or persist in acting indecently or obscenely in the presence of any other inmate;

Or persist in mischievously breaking or damaging any goods or property of the Guardians;

the Master may,[4] without any direction of the

[3] See note on art. 127, *ante*, p.78. Except in cases of urgency the Master will do well to await the directions of the Guardians.—9 *Off. Cir.* (N. S.) 96.

[4] The Master is restrained by the order from confining any pauper on his own authority, unless such pauper shall be *refractory*, with any of the circumstances of aggravation specified in this article. The Commissioners have thought it expedient to make these exceptions, since, without a precaution of this kind, a pauper might annoy the inmates by continued turbulence, or scandalise them by gross indecency. Subsequent punishment, though it might hinder the recurrence of such misconduct, could do nothing to protect those who would suffer from it at the moment. Cases sometimes occur, too, in which wanton mischief to property, or growing insubordination, must at once be stopped. It is therefore as a preventtive of such evils that the Commissioners have permitted the Master to retain a limited power of confinement on his own authority and responsibility.—*Instr. Letter.*

Restraint or confinement by Master.

Government of the workhouse. 4. Punishments for misbehaviour of the paupers.

Guardians, immediately place such *refractory* pauper in confinement for any time not exceeding twelve hours; which confinement shall, however, be reckoned as part of any punishment afterwards imposed by the Guardians for the same offence.

ART. 132.[1]—Every *refractory* pauper shall be deemed to be also *disorderly*, and may be punished as such; but no pauper who may have been punished for any offence as *disorderly* shall afterwards be punished for the same offence as *refractory*; and no pauper who may have been punished for any offence as *refractory* shall afterwards be punished for the same offence as *disorderly*.

ART. 133.—No pauper shall be punished by confinement or alteration in diet for any offence not committed in the workhouse since his last admission, except in such cases as are expressly specified in articles 127 and 128.[2]

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[1] A *disorderly* pauper may be punished merely as *refractory* if the Master thinks it expedient to take this course, instead of first reporting the case for the decision of the Board of Guardians. This option will induce the Master to employ the minor punishment whenever it is likely to prove sufficient to prevent the repetition of the offence. The offence and punishment will nevertheless be duly brought under the notice of the Guardians by means of the book ordered to be kept by article 142.—*Ib.* But the art. does not authorise the Master to use both kinds of punishment.—W. G. L.

As to offences committed during previous admission.

[2] This article removes the doubt which existed, whether it was competent for the Guardians to punish a pauper who, having been discharged before they could punish for an offence, afterwards returned to the workhouse. It will be seen that such power, with reference to confinement and alteration of diet, is taken away.

The exception applies to the case where a person returns after the appointed time, and where he repeats the offence

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

Restraint on punishment in particular cases.

ART. 134.—No pauper who may have been under medical care, or who may have been entered in the Medical Weekly Return as sick or infirm, at any time in the course of the seven days next preceding the punishment, or who may be reasonably supposed to be under twelve or above sixty years of age, or who may be pronounced by the Medical Officer to be pregnant, *or who may be suckling* a child,[3] shall be punished by alteration of diet, or by confinement, unless the Medical Officer shall have previously certified *in writing* that no injury to the health of such pauper is reasonably to be apprehended from the proposed punishment; and any modification diminishing such punishment, which the Medical Officer may suggest, shall be adopted by the Master.[4]

ART. 135.—No pauper shall be confined between eight o'clock in the evening and six o'clock in the morning, without being furnished with a bed and

within seven days. As his return might be considered as a fresh admission, and consequently would be his *last admission*, such case is necessarily excepted.—W. G. L. See 10 *Off. Cir.* 104.

[3] Where such paupers are guilty of breaches of discipline, the Poor Law Board have stated that they see no objection to their being placed in a separate room apart from their children, and there required to pick cocoa-nut fibre, provided the Medical Officer shall have previously advised that this proceeding would not be injurious to them or their children.—9 *Off. Cir.* 128.

[4] It will be necessary for the Masters of workhouses to use the greatest caution in inflicting any punishment, by confinement or change of diet, on paupers whose health might be in any manner affected thereby, and the regulations embodied in this article ought to be strictly observed.—W. G. L.

Government of the workhouse.

bedding suitable to the season, and with the other proper conveniences.[1]

4. Punishments for misbehaviour of the paupers.

ART. 136.[2]—No child under twelve years of age shall be punished by confinement in a dark room or during the night.

Punishment of children.

ART. 137.—No corporal punishment shall be inflicted on any male child, except by the Schoolmaster or Master.

ART. 138.—No corporal punishment shall be inflicted on any female child.

ART. 139.—No corporal punishment shall be inflicted on any male child, except with a rod or

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[1] It is highly important that where paupers are punished by confinement the Master should take care to ascertain that while they are in such confinement no circumstance occur to render such confinement injurious to the health of the paupers. Serious accidents have sometimes occurred from neglect under such circumstances.—W. G. L.

Responsibility for punishment.

[2] The Master must be deemed to be responsible for all punishments inflicted on adult inmates. With regard to the male children, the Master and Schoolmaster have a concurrent power of control. The female children are to be considered as in the more immediate care of the Matron and Schoolmistress. —*Instr. Letter.*

Corporal punishment.

The 54 Geo. iii. c. 170, § 7, renders it unlawful for the Master of a workhouse to punish with any corporal punishment any adult person under his charge for any offence or misbehaviour. This prohibition is repeated in the 4 & 5 Wm. iv. c. 76, § 93, and is thereby extended to every other officer in the workhouse. The Commissioners observe—

"The Commissioners are satisfied that good temper, joined to firmness and self-command, will enable a skilful teacher to manage children with little or no corporal punishment. The frequent use of corporal correction is the common resource of teachers who, from their idleness or other defect, are incompetent to acquire a command over children by a knowledge of their characters and by gentle means."—*Ib.*

other instrument, such as may have been *approved* of by the Guardians or the Visiting Committee. Government of the workhouse.

ART. 140.—No corporal punishment shall be inflicted on any male child until *two* hours shall have elapsed from the commission of the offence for which such punishment is inflicted.[3] 4. Punishments for misbehaviour of the paupers.

ART. 141.—Whenever any male child is punished by corporal correction, the Master and Schoolmaster shall (if possible) be both present.[4]

ART. 142.—No male child shall be punished by *flogging*[5] whose age may reasonably be supposed to exceed fourteen years.

ART. 143.[6]—The Master shall keep a book to be furnished him by the Guardians, in the Form (O) hereunto annexed, in which he shall duly enter— Punishment book.

[3] The object of this delay is to prevent the officer from punishing the child while the former might possibly be under the influence of passion. No limitation of time is expressed beyond which the punishment shall not be inflicted, but it is manifest that it should be inflicted while the particulars of the offence are in the remembrance of the party, and the purport of the punishment is clear.—W. G. L.

[4] Circumstances may occur which would render it impossible for the Master and Schoolmaster to be both present;—for example, the Guardians may not have appointed a Schoolmaster, or the Master of the workhouse may be temporarily absent.—*Instr. Letter.*

[5] In former Orders there was a general prohibition in this case of *corporal punishment.* Now only one kind is prohibited, namely, *flogging*—which is attended with an exposure tending to indecency in growing-up lads.—W. G. L.

[6] The record which is directed by this article to be kept, is of the utmost importance for the prevention of abuse. The details of offences and punishments must be accurately and punctually entered in the book; and if any case should not be properly reported, the Commissioners will always presume that

Government of the workhouse.

4. Punishments for misbehaviour of the paupers.

Firstly. All cases of refractory or disorderly paupers, whether children or adults, reported to the Guardians for their decision thereon.

Secondly. All cases of paupers, whether children or adults, who may have been punished without the direction of the Guardians, with the particulars of their respective offences and punishments.

Report as to corporal correction.

ART. 144.—The person who punishes any child[1] with corporal correction shall forthwith report to the Master the particulars of the offence and punishment; and the Master shall enter the same in the book specified in article 143.

Proceedings of the Guardians in the punishment book.

ART. 145.—Such book shall be laid on the table at every ordinary meeting of the Guardians; and every entry made in such book since the last ordinary meeting shall be read to the Board by the clerk.

The Guardians shall thereupon, in the first place, give direction as to the confinement or other punishment of any refractory or disorderly pauper reported for their decision, and such direction shall be entered on the minutes of the proceedings of the day, and a copy thereof shall be inserted by the clerk in the book specified in article 143.

The Guardians, in the second place, shall take into their consideration the cases in which punishments are reported to have been already inflicted

such omission originated in a sense of the expediency of concealment.—*Instr. Letter.* See the Form of the book in the Appendix.

[1] Note by art. 138 this can only be a male child; and by art. 137 the only person who can inflict it, and have occasion to report it, is the Schoolmaster.

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4. Punishments for misbehaviour of the paupers.

by the Master or other officer, and shall require the Master to bring before them any pauper so punished, who may have signified a wish to see the Guardians. If the Guardians in any case are of opinion that the officer has acted illegally or improperly, such opinion shall be entered on the minutes, and shall be communicated to the Master, and a copy of the minute of such opinion shall be forwarded to the [Commissioners] Poor Law Board by the clerk.[2]

Dealing with paupers introducing spirits into workhouse.

ART. 146.[3]—If any pauper above the age of fourteen years unlawfully introduce or attempt to introduce any spirituous or fermented liquor into the workhouse, or abscond from the workhouse with clothes belonging to the Guardians, the Master may cause such pauper to be forthwith taken before a justice of the peace, to be dealt with according to law. And whether he do so or not, he shall report every such case to the Guardians at their next ordinary meeting.

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[2] It will be seen that only a pauper who has been punished, and who may request it, is to be brought before the Board of Guardians, and they are only to enter on their minutes and communicate to the Master their opinion that he has acted illegally or improperly in any case. In art. 208, No. 26, *ante*, p. 27, it is made the duty of the Master to bring the pauper before the Guardians.—W. G. L.

[3] See as to the proceedings of the Master, the note on art. 127, *ante*, p. 78. With respect to the introduction of spirits into a workhouse, see Poor Law Amendment Act of 1834, §§ 91, 92, 93, 94; and with respect to the punishment of any pauper who shall abscond from the workhouse with any clothes belonging to the Guardians, see 55 Geo. iii. c. 137, and note on art. 127, *ante*, p. 79.

Government of the workhouse. 4. Punishments for misbehaviour of the paupers.

ART. 147.—The Master shall cause a legible copy of arts. 127, 128, 129, 130 and 131,[1] to be kept suspended in the dining-hall of the workhouse, or in the room in which the inmates usually eat their meals, and also in the Board-room of the Guardians.

Here it will be convenient to state that the Commissioners have provided as follows for—

THE REPAIRS OF THE WORKHOUSE, AND OF THE FURNITURE THEREIN.

Repairs of the workhouse and of the furniture therein.

ART. 150.[2]—The Guardians shall once at least in every year, and as often as may be necessary for cleanliness, cause all the rooms, wards, offices, and privies belonging to the workhouse to be limewashed.

ART. 151.—The Guardians shall cause the workhouse and all its furniture and appurtenances to be kept in good and substantial repair; and shall, from time to time, remedy without delay any such defect in the repair of the house, its drainage, warmth, or ventilation, or in the furniture or

[1] These articles contain the enumeration of the offences which render the paupers disorderly and refractory, and the punishments imposed upon them. The copies are not now required to be kept in the school-room or receiving-ward.

Master's duties as to keeping workhouse clean.

[2] By article 208, No. 24, *ante*, p. 27, it is the duty of the Master to take care that the wards, rooms, larder, kitchen, and all the offices of the workhouse, and all the utensils and furniture thereof, be kept clean, and in good order; and when any defect in the same occurs to report it to the Guardians; and by article 209, No. 13, *ante*, p. 31, it is the duty of the Matron to assist the Master in cleansing and ventilating the sleeping-wards and dining-hall, and all parts of the premises.

fixtures thereof, as may tend to injure the health of the inmates.[3] Government of the workhouse.

And the Commissioners have thus provided generally for the

GOVERNMENT OF THE WORKHOUSE BY THE GUARDIANS.

ART. 152.—We do declare that, subject to the rules and regulations herein contained, the guidance, government, and control of every workhouse, and of the officers, servants, assistants, and paupers, within such workhouse, shall be exercised by the Guardians of the Union.[4]

The Commissioners deemed it right to make certain regulations, as follows, respecting the

RECEIPT AND PAYMENT OF MONEY BY THE MASTER OR MATRON.

ART. 218.—No Master, or other officer appointed to or holding any office under this Order, shall, directly or indirectly, receive or bargain to receive any gratuity, per-centage, or allowance of any kind with reference to any contract with the Receipt and payment of money.

[3] The Master should report to the Guardians all defects which arise in the occupation of the workhouse, and require attention, and should take their directions and orders in the matter. He has no authority to cause repairs to be executed upon his own orders. The Poor Law Board have by a recent General Order, dated April 4th, 1868 (see appendix), required the Medical Officer to make half-yearly statements to them of the state and condition of the workhouse and its furniture, so far as the provisions for the sick inmates extend.—W. G. L.

[4] Hence in all matters not provided for by the orders of the Poor Law Commissioners where the Master requires directions, he should apply to the Board of Guardians, and act according to their orders. But they may provide general regulations by

Government of the workhouse.

Receipt and payment of money.

Guardians,[1] or in respect of any payment made or to be made for goods supplied or work executed according to the order of such Guardians or on their behalf.

ART. 221.—Every officer of the union who may receive money[2] on behalf of the Guardians thereof, shall forthwith[3] pay the same into the hands of the Treasurer of the Union, to the credit of the Guardians, notwithstanding that any salary or balance may be due from the union to such officer.

ART. 222.—No officer of any Guardians shall receive money for the relief of any non-settled pauper on behalf of any officer, or of the Guardians of any other parish or union, or shall constitute himself in any way the agent of any officer or

which he will be guided on the occasions when they come into operation. One common occurrence is the admission of visitors of the workhouse generally, or as the friends or connections of the paupers; and the Guardians should from time to time give directions as to their admission. As to the admission of ministers of religion to visit inmates of the workhouse, see the provisions of the recent statute, *ante*, p. 73.—W. G. L.

[1] The supply of superior qualities of food in place of the ordinary rations to the Master or Matron is prohibited by this art., if they are supplied in any way at the cost of the union or parish.—W. G. L.

[2] This will occur particularly where the Master receives payments on account of the Guardians in respect of the work of the paupers, or where he sells the produce of the garden, or of the stock, such as pigs or calves, or the kitchen stuff refuse, old stores, or other extraordinary matters. In the recent General Order of Accounts will be found the form of the Master's Receipt and Payment Book, in which he is to enter his receipts on account of the Guardians. See appendix.—W. G. L.

[3] This word signifies with "all convenient speed."

Guardians of such other parish or union, except as is provided in this Order.[4] Government of the workhouse.

ART. 223.—If any money be transmitted to any officer contrary to the provisions of this Order, such officer shall forthwith[5] pay such money into the hands of the Treasurer of the Union whose officer he is, and shall report to the Guardians at their next meeting the fact that such money has been so received and paid, and shall make a true entry accordingly in his accounts.[6] Receipt and payment of money.

[4] The provision referred to is contained in arts. 78 and 79, which are as follow:—

Art. 78. No money shall be transmitted to any officer of a parish or union, to be applied to the relief of any non-resident pauper, except in conformity with the provisions of this order.

Art. 79. No money shall be paid on account of any non-resident pauper to the officer of any union or parish in which the relief is administered by a Board of Guardians, except in one of the three following ways:

No. 1. By post-office order payable to the Treasurer of the union or parish to the account of which the money is to be paid, or to the banker of such treasurer.

No. 2. By cheque or order payable to the Treasurer of such parish or union, or to his order.

No. 3. By cheque payable to bearer (where the same may lawfully be drawn), and crossed as payable through the Treasurer of such parish or union, or his banker or through the agent of such treasurer or banker; and every such cheque shall be so crossed by the clerk before it is signed by the presiding chairman.

Payments of this character are not properly made to the Master, and are only so made in very rare cases; but it is right that the Master should be thus warned as to these regulations.

[5] See note on art. 221.

[6] See the regulation in and form of account to be kept by the Master in the General Order of Accounts, art. 19, No. 6, *post*, and appendix.

Government of the workhouse.

It is now proper to turn to another subject which is of great importance as well to the Guardians and Ratepayers as to the Master himself; and refers to the regulations which have been prescribed in regard to

THE ACCOUNTS OF THE MASTER.

These regulations were prescribed by the Poor Law Commissioners, in the first instance, by separate orders issued to the unions and parishes separately. A General Order was dated and issued on the 17th March, 1847, to all the unions then formed. This Order has been lately revised and issued again with many alterations on the 14th January, 1867, to all the unions *then formed*, and orders in similar terms have been issued to unions since formed. No General Order has been issued to parishes under Boards of Guardians, but to most of them special orders have been issued, varying more or less from the General Order. The regulations in these orders as regards the Workhouse Accounts do not very materially differ from those set forth in the General Orders above referred to.

The following are the regulations which refer to

THE WORKHOUSE ACCOUNTS.

Master's Books.

Master's accounts and books.

ART. 19.—The Master of every workhouse of the union shall punctually enter up and accurately keep the following books and accounts, according to the forms and directions in the schedule (E) hereunto annexed.[1]

1. *An Inventory.* In this book shall be entered a list of all fixtures, furniture, utensils,

[1] This schedule is printed in the appendix.

bedding, house linen, and other effects, in the workhouse, and the stock and other like property belonging to the Guardians in the workhouse, and on the workhouse premises, (not included in the Provisions, Clothing, Farm, Necessaries and Miscellaneous Accounts,)[2] and every particular relating to the use, sale, or disposal thereof; and such book shall be completed from time to time by the entry of articles purchased or otherwise obtained, and of articles condemned as worn out, sold, or otherwise disposed of, by the direction of the Board of Guardians. Master's accounts.

2. *The Admission and Discharge Book.*[3] In this book shall be kept an account of every pauper admitted into and of every pauper discharged[4] from the workhouse, which account shall be balanced *weekly*, or, if the Board of Guardians so direct, *daily*.

Where the Guardians direct a separate book to be kept for an account of the admission and discharge of vagrants relieved in the principal

[2] As to these, see *post*.

[3] This book is one which complies, mainly, with the provision contained in the 4 & 5 Wm. iv. c. 76, § 55.

[4] Inquiry has been made as to persons who leave the workhouse on temporary leave of absence. Strictly speaking, they are not *discharged* from the workhouse; neither are they readmitted upon an order. Nevertheless, it may be convenient to treat them as *discharged*, with a view to the correct keeping and the correct examination of the Provisions Account. This book is the only guide for the correct making up and the accurate audit of those accounts; and unless there be some record of the absences of paupers on leave, the Provisions accounts would be exposed to much error.—8 *Off. Cir.* 96.

Master's accounts.

or auxiliary workhouse, the same shall be kept in the form set forth in the said schedule; and when any vagrant shall have been relieved in any such workhouse for the space of 24 hours and is not then discharged, or where he shall be previously taken into some other ward of the workhouse, his name shall be transferred to the Admission and Discharge Book as in the case of any other pauper.

3. *The In-door Relief List*,[1] in which shall be entered, in respect of each parish[2] of the union, the names of the paupers admitted therefrom, with the number of days in each week of the half-year during which each such pauper has been in the workhouse, and the other particulars set forth in the form.

4. *The Abstract of the In-door Relief List*, in which shall be entered the aggregate number of days in each week of the half-year passed in the workhouse by the paupers admitted from each parish,[2] and of the vagrants, and the total number of such days in respect of all the parishes in the union, for each week and for the half-year.

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[1] This book also complies with the 4 & 5 Wm. iv. c. 76, § 55, when duly filled up. See in the appendix the General Order, which prescribes the form of Creed Register required to be kept by 31 & 32 Vict. c. 122, § 16,

[2] This parochial distribution is preserved, not with any reference to charge, since the cost of all the paupers are borne equally by the common fund of the union, but for the purpose of identification and investigation. The number of days of residence in the workhouse is inserted to assist in the calculation of the charges of the relief.—W. G. L.

5. *A Day Book*, in which shall be entered the amount of the invoices of all goods delivered and bills for all work done at the workhouse, together with the several particulars relating thereto, in the form in the schedule set forth. The entries shall be made on the dates of the deliveries and receipts respectively, and this book shall be made up weekly.[3] Master's accounts.

The invoices and bills shall be entered and numbered[4] in the order in which they are received, and shall be filed and preserved in the same order.

6. He shall also keep an account, to be termed *The Master's Account of Receipts and Payments*, according to the form in the said schedule, in which shall be entered all monies received and paid by him on account of the said Guardians, under their proper dates. He shall balance this account once every month, or oftener if required to do so by the Guardians; and for all monies received by him he shall give a receipt from a *Receipt Check-Book* in the form in the said schedule set forth.[5]

[3] The form of the invoice, which is set out in the schedule to the General Order of Accounts, under the head of the Order Check-Book among the Accounts to be kept by the Clerk, contains a place for the Master's acknowledgment of the receipt of the invoice and his examination of the goods or work.

[4] This *number* will be different from that on the order for the goods as given out of the Order Check-Book. The Master should be careful to keep a proper account of goods supplied by instalments or by portions. See as to this, the note on the Order.—W. G. L.

[5] These provisions are new so far as they refer to separate

Master's accounts.

7. *A Quarterly Summary of the Day Book* shall be made and completed quarterly, according to the form in the said schedule; provided that the Guardians may, if they see fit, dispense with the keeping of so much of this summary as contains the entries under the separate names and trades.[1]

8. *The Daily Provisions*[2] *Consumption Account.* In this account shall be entered the number of paupers of the several classes at each meal in

account books. It is incumbent upon the Clerk to examine the entries in the Master's *Day Book* and *Account of Receipts and Payments*, and see that all the goods supplied are carried by the Master to the proper accounts in his books. But it is the clerk's own duty to carry the charges for the same to the proper accounts in the Union Ledger.—W. G. L.

[1] In small workhouses this detailed account will not be necessary; but in large workhouses it will be found to be convenient, and there the Guardians will doubtless not interfere.

[2] For the definition of *provisions*, see art. 62, *post*.

8. *The Daily Provisions Consumption Account*—is introduced to facilitate the ascertaining of the quantities of the several principal articles of cooked or prepared provisions required, according to the diet table, for each meal; and also to record these quantities, together with the quantities of the articles in the form in which they are received into the house, that is, in their raw or unprepared state. It is essential that the Master should record the actual consumption of the raw provisions taken out of store and not returned thereto, rather than enter as the quantities consumed a mere weekly estimate or calculation made with reference to the diet table.—*Instr. Letter.* All articles consumed at the respective meals are to be brought into these accounts, and not merely such as he may think to be the principal or most important. If there be not sufficient columns, more should be introduced.—7 *Off. Cir.* (N. S.) 178; but the Board understand by these words *principal articles* those articles, the requisite quantities of which can

the workhouse, and the quantities of the principal articles of provisions *daily* consumed by them. In this account may be shown the allowance claimed by the Master in respect of waste or unavoidable loss in the preparation or distribution of the provisions, and the quantities of any provisions supplied for any extraordinary occasion. Master's accounts.

9. *The Weekly Provisions Consumption Account.* In this account shall be entered the quantities of the principal articles of provisions consumed by the paupers in the workhouse, and also the quantities taken from the stores for the officers and servants of the workhouse, in each *week*,[3] and those supplied on extraordinary occasions or in out-door relief, if any.

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be conveniently regulated by weight or measurement according to the prescribed quantities of prepared provisions.—7 *Off. Cir.* (N. S.) 290.

The new form provides for waste and the supply of provisions to vagrants in the workhouse. It will be seen also that the form now provides for the entry of the daily supply of the extra food allowed to women who are suckling, and similar exceptional cases.—W. G. L.

[3] As to the meaning of the word *week*, see art. 67, *post*.

9. *The Weekly Provisions Consumption Account.*—This account is prescribed for the purpose of collecting together, in weekly totals, the quantities in their raw or unprepared state, of the several articles which appear by the "daily" account to have been used during each week. The weekly entry for such of the sick as *have not the ordinary house diet* will be checked by the diet and the amount of extras, every article of which for the week should be entered opposite each name in the *Workhouse Medical Relief Book* (see Cons. Ord. art. 208, No. 19, *ante*, p. 25, and the Form in the Appendix). The blank columns in that book may be used for the entry of the articles of an ordinary kind not mentioned in the printed headings.—*Instr. Letter.* The form now provides for the consumption

Master's accounts.

10. *The Provisions Receipt and Consumption Account.* In this account shall be entered the quantities of the several articles of provisions received and consumed weekly, and the quantities on hand at the commencement and end of every week, and the other particulars in such form set forth.

11. *A Quarterly Summary of Provisions received and consumed.* This summary shall be made up from the said Provisions Receipt and Consumption Account, and shall be completed *quarterly*.[1]

12. *A Quarterly Balance of the Provisions Account.* In this account shall be entered the total quantities and values of the several articles of provisions received and consumed in the *quarter*, and also the quantities and values of the several articles in store at the beginning and end of the quarter, and the other particulars set forth in the form in the schedule, and the same

on extraordinary occasions such as public festivals or fasts, such as Christmas-day or Good Friday, or for Sacramental bread and wine. It also provides for the food which is sometimes supplied out of the workhouse stores for the relief of the out-door poor.—W. G. L.

[1] With reference to the Quarter, see art. 67, *post*, as to the commencement of the year.

12. *Quarterly Balance of the Provisions Account.*—This form is similar to that of the "Provisions Receipt and Consumption Account," excepting that money columns are added for the purpose of introducing the calculations of the money value of the quantities of the articles entered therein. Should this account not balance on the first trial, it will at once be seen, by comparing the columns of totals, in reference to which article the error has arisen; and by tracing backwards the entries relating to that article the error will readily be detected.—*Instr. Letter.*

shall be submitted to the Visiting Committee or some member thereof when so made up and balanced, who shall enter a memorandum at the foot of the account certifying to the same having been submitted to them or one of them. Master's accounts.

13. *The Clothing Materials Receipt and Conversion Account.* In this account shall be entered a statement of all the articles of clothing materials, and of bed and house linen (not made up), from time to time received into the workhouse, and the several particulars of their conversion and otherwise set forth in the form in the schedule.

14. *The Clothing Receipt and Expenditure Account.* In this account shall be entered on the one side the several articles of clothing received from tradesmen or made up in the

This account must be framed after a process similar to the common practice of stocktaking, and the visiting committee is required to be present at it, to provide for the correctness of the proceedings. The entries by the Master without supervision are mere matters of form. The terms of the entry in the book are somewhat more extensive than this article; but if the Guardians will regard the interests of the ratepayers they will act in strict accordance with the spirit of this article.—W. G. L.

13. *The Clothing Materials Receipt and Conversion Account.*—This book, in its modified form, will be in the nature of a *Dr.* and *Cr.* account of every article of materials for clothing and bed and house linen. The account will be debited with the several articles of materials supplied to the workhouse from time to time, and credited with the quantities of such materials from time to time converted into clothing or bed and house linen.—*Instr. Letter.*

14. *The Clothing Receipt and Expenditure Account.*—The number of articles of clothing of each description purchased, or made up in the house, is to be entered in the proper column

Master's accounts.

house, and on the other side the several articles given out, together with the numbers marked thereon.

The articles shall, before they are given out, except when they are given out to paupers quitting the workhouse or relieved out of the workhouse, be marked on the inside with the name of the union, and as far as practicable be numbered in suits, so that all the articles of a suit shall bear the same number.

The numbers shall begin with No. 1, and follow each other consecutively; but whenever any article shall have been condemned, or cut up for use in mending other articles, or supplied to paupers quitting the workhouse, its number may be marked on another article of the same description, the previous number thereon, if any, being obliterated.

15. *The Clothing Materials Receipt and Conversion Account* and *The Clothing Receipt and Expenditure Account*, shall be made up, balanced, and compared with the stock in store

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of this account, when purchased or made up, * * * * * * * * It will be seen that the clothing is to be numbered in suits before it is given out. A suit for a man will probably consist of one coat, one waistcoat, one pair of trousers, two shirts, a pair of shoes, two pairs of stockings, one hat, and two handkerchiefs, all of which will bear the same number. When a suit is given out, the number marked thereon is to be entered in the column appropriated for that purpose, and the number of articles of each description comprised in the suit is also to be entered in the proper columns. This account being balanced at the end of the half-year will show the numbers of the several new articles remaining in store.—*Ib.*

Suits of clothing

at the end of every half year by the Master, in the presence of the Visiting Committee or some member thereof, when the accounts of the union are closed, as hereinafter mentioned, and at such other times as the Board of Guardians may require, and to these accounts the like memorandum shall be entered as in the quarterly balance of the Provisions Account.[1] Master's accounts.

16. *The Clothing Register Book.* In this book shall be entered, under the number marked on the suit of clothes given out to each pauper admitted into the workhouse, the name of the pauper, together with the dates of his or her admission and discharge; and a ticket bearing such number shall be attached to the pauper's own clothes.

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[1] This is a stocktaking at which the Visiting Committee or some member thereof should be present, as there must be a certificate from such committee as to the correctness of that stocktaking. See note on No. 12, *ante*.

16. *The Clothing Register Book.*—At the head of the several columns of the book numbers will be inserted beginning with number 1, and following each other consecutively; and when a suit of clothes is given out, the name of the person to whom it is given, with the date of his admission, will be entered under the number marked on the suit. In addition to this number, another number indicating the size of the suit, is to be inserted in the space set apart for it. When the person to whom the suit was given out is discharged, the date of his discharge is to be entered, and such entry will show that the suit is available for any other person whom it may fit; and the name of the other person to whom the suit is given out will be entered under the previous name. When any article of a suit is worn out, another article of the same size and description is to take its number, and be substituted for it. This article will, of course, be entered in *the Clothing Receipt and Expenditure Account*, in the manner already explained.

Master's accounts.

In addition to the number marked on the clothes, the Master shall insert in the said book a number to indicate the size of the suit.

The Guardians may if they see fit dispense with the keeping of this book.

Necesaries and miscellaneous.

17. *The Necessaries*[1] *and Miscellaneous Account.* In this book the Master shall enter punctually, according to the proper dates, all articles, goods, and materials received by him for use or consumption in the workhouse, other than provisions, clothing, materials for repairs, and such articles as are entered in the *Inventory Book*[2] or the *Farm Account.*[3] He shall also enter therein the consumption of such articles, goods, and materials in respect of the workhouse, the paupers and the officers and servants of the workhouse, as the case may be. This account shall be kept *weekly*, unless the Guardians shall, in cases where the workhouse is licensed to hold less than one hundred inmates, authorise its being kept *monthly*. It shall be kept in the form in the said schedule (E) hereunto set forth.

18. *A Quarterly Summary of the Necessaries and Miscellaneous Account*, shall be made by the Master at the end of every *quarter*, from "the Necessaries and Miscellaneous Account," according to the form in such schedule.

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* * * The number should on no account be stamped on a conspicuous part of the garment, but it should be so placed as not to be visible when the garment is worn.—*Instr. Letter.* See as to the keeping of this register, 7 *Off. Cir.* (N.S.) 290.*

[1] See further as to what may be included under this term, art. 62, *post.*

[2] See No. 1 of this article, *ante.* [3] See art. 20, *post.*

19. *A Quarterly Balance of the Necessaries and Miscellaneous Account.* In this account shall be entered the total quantities and values of the several articles, goods, and materials received and consumed in the *quarter*, and also the quantities and values of the same in store at the beginning and end of the quarter, in the form set forth in the said schedule, and shall submit the same to the Visiting Committee, or some member thereof, when so made up and balanced, who shall enter a memorandum at the foot of the account certifying to the same having been submitted to them or one of them.[4] Master's accounts.

ART. 20.—When the Guardians think proper to require it, he shall keep an account to be termed *A Farm Account*, in which he shall enter, under the correct dates, items of all articles, stock, implements, seeds, and other matters received by him for the use of the land belonging to the workhouse, or maintained thereon for consumption in the workhouse; and all payments made and all sums received by him on account thereof, or of the produce of such land and stock. Farm accounts.

This account shall be kept in such form as the Guardians shall prescribe, and shall be balanced by the Master *quarterly*, or oftener, if the Guardians so direct. It shall be laid by him before the Auditor together with the other books of the Master.

ART. 21.—When there is a *Dispensary* in the workhouse, or an assistant officer appointed to take Dispensary book.

[4] As this is a species of stocktaking, it is desirable that it should be taken in the presence of the Visiting Committee or one of its members. See note on No. 12, *ante*.

Master's accounts.

charge of the medicine and medical appliances, the Master shall enter in his *Day Book* such medicines and medical appliances when received by him under the head of *Dispensary*, and the dispenser shall keep an account of his receipt, and the consumption or disposal of such medicines and medical appliances in a book to be framed according to such form as the Medical Officer of the workhouse shall recommend and the Guardians shall order to be adopted; and *he*[1] shall submit the same to the Auditor at the time of the audit for examination, and shall be answerable for the correctness of such account and of the entries therein.

ART. 22.—So much of this order as relates to the duties of the Master of the workhouse shall be applicable to and be binding upon the Matron of any workhouse not having a Master, and also to and upon the Matron or other person having the charge of any workhouse during the temporary absence of the Master, or any vacancy in the office of Master.

The following provisions are made with reference to the

EXAMINATION AND CLOSING OF ACCOUNTS.

Clerk's examination of the Master's books.

ART. 25.—On the day next before every ordinary meeting of the Board of Guardians, or on the day of such meeting, but previous to the meeting, the Clerk shall examine the Master's Day Book, and shall compare the entries of invoices and bills with the invoices and bills themselves, and shall

[1] That is, the Dispenser is to lay this book before the Auditor. The Master will only have to lay his Day-book before him.

see that all the goods supplied and works done are carried by the Master to the proper accounts, and shall certify the correctness of the same by his initials. He shall also compare the entries of payments in the Master's Receipt and Payment Account with the vouchers, and ascertain that the Master has debited this account with all sums received by him, and produces proper vouchers for all payments made by him,[2] and shall insert his initials at the foot of such account. And he shall inspect the other books required to be kept by the Master by this order, so as to ascertain that they are duly kept in proper form and with due regularity. Master's accounts.

The Clerk shall report to the Guardians at the said meeting the result of his examinations.

And the Master shall, subject to any direction of the Board of Guardians,[3] present his books and accounts to the clerk for his examination on such day as aforesaid.

ART. 27.—All the accounts of the union and of the officers of the union shall be closed at the end of every half-year, that is to say, up to the 25th day of March and the 29th day of September in each year inclusively, when such days occur at the end of the week established by the practice of the union, and at other times at the end of such week Half-yearly closing of the accounts

[2] It must be remembered that the Master can only make payments for the Guardians in exceptional cases.—W. G. L.

[3] Unless the Guardians make any order the Master is simply to present his books and accounts; if they give any directions he must of course obey them. The Guardians cannot, however, by their directions set this provision wholly aside.—W. G. L.

Master's accounts.

first completed next after such days respectively. And the several officers keeping such accounts shall forthwith lay, or cause to be laid, their respective accounts so closed before the Board of Guardians.

Inspection of in-door list.

ART. 28.—The Master of the workhouse shall, at the end of every half-year, allow each Relieving Officer to inspect the *In-door Relief List* for the half-year last expired.

And each of the Relieving Officers shall forthwith, after the end of the half-year, inspect the names entered in such *In-door Relief List*, and shall write his initials in red ink against the name of every pauper who shall have been entered in the *Out-door Relief List* in the course of the said half-year.

Parochial list.

ART. 34.—Every Master of a workhouse shall, within seven days after the end of each half-year, insert in the proper columns, according to the form in schedule (B), named *the Parochial List and Statement of Account*, for every parish in the union, or with the consent of the Board of Guardians in a separate list containing similar columns, to be called *the List of In-door Poor*, the name of every pauper admitted from every such parish who shall have been relieved in the workhouse during the whole or any part of the previous half-year, together with the number of days each pauper has been maintained in the workhouse.

Such parochial lists, when filled up by the Master, shall be delivered by him to the clerk, who shall examine the entries made therein, and shall certify to the accuracy thereof by his signature.

In a former part of this work the provisions of the General Consolidated Order in reference to "*the Salary of the Master of the Workhouse*" are set forth. It is proper to observe that the General Order of Accounts contains the following regulations as to the

Master's accounts.

PAYMENT OF SALARIES.

ART. 36.—The salaries of the several officers of the Guardians, whether for the full quarter or for any portion thereof, shall be paid at the several quarters ending at the usual feast days in the year, namely, Lady-day Midsummer-day, Michaelmas-day, and Christmas-day; provided, nevertheless, that in the case of any officer whose duty it is to render accounts to the Board of Guardians or Auditor (*and the Master is such an officer*), such officer shall submit his account for the quarter in question to the Guardians before such payment, and farther that it shall be competent for the Guardians to defer in whole or in part the payment of the salary or other compensation of any such officer until his accounts shall have been audited and allowed by the Auditor, after which audit and allowance the sum due up to the date of his accounts so audited shall be forthwith paid.

Payment of salary.

It is now necessary to set forth the regulations prescribed for the

AUDITING OF ACCOUNTS.

ART. 38.—The Auditor shall audit the accounts of the union and of the parishes comprised therein once in every half-year; that is to say, as soon as may be after the 25th day of March and the 29th day of September respectively. Provided always,

Audit of accounts.

Audit of Master's accounts.

that if the Auditor shall be required by the Poor Law Board to hold an extraordinary audit, either of the whole or of any portion of the accounts of the union or any parish therein, in addition to the ordinary audit, at any time between such two days all the provisions herein contained, with reference to the ordinary audit, shall, as far as they may be applicable, apply to such extraordinary audit.[1]

Master's attendance at the audit.

ART. 40.—The officers of the union, who by law are bound to account to such auditor, shall attend at the time and place appointed by him for the audit of their accounts, and shall submit to the auditor all books, documents, appointments in writing, contracts, bills, orders for payment, receipts, and other vouchers containing or relating to their accounts, and the same shall at the time of the audit be open to the inspection of any owner of property or ratepayer interested in such accounts, but to such extent and in such manner only as will not in the judgment of the said auditor interfere with the audit.

The following articles will inform the Master

The 29 & 30 Vict. c. 113, § 6, enacts that an extraordinary audit, when required to be held by the Poor Law Board, shall be deemed to be an audit within the meaning of the several Acts relating to the audit of the accounts of the Poor Rate, and may be held after three days' notice given in the usual manner.

Sect. 7 empowers the Auditor at any time when authorised or empowered by the Poor Law Board so to do, to inspect the accounts and books of account of any officer liable to account to him. The refusal to allow inspection or the obstruction of him in such inspection, or the concealment of any account or book for the purpose of preventing such inspection, renders the person refusing, obstructing, or concealing, liable to a fine of *Five Pounds*.

how the audit will be conducted, and what he may expect at the same. Audit of Master's accounts.

ART. 41.—In auditing the accounts, the Auditor shall see that they have been kept and are presented in proper form; that the particular items of receipt and expenditure are stated in sufficient detail, and that the payments are supported by adequate vouchers and authority; and he shall ascertain whether all sums received, or which ought to have been received, are brought into account; and he shall examine whether the expenditure is in all cases such as might lawfully be made; and he shall reduce such payments and charges as are exorbitant, shall surcharge monies not duly accounted for, or lost by negligence, upon the person who ought to account for the same, or whose negligence or improper conduct has caused the loss, and shall disallow and shall strike out such payments as are contrary to the orders, rules, and regulations of the Poor Law Board, or are not otherwise authorised by law. Auditor's course of examination

ART. 42.—When he disallows any payment or surcharges any sum upon any person he shall declare the ground of his decision, and offer to state such ground in writing, if required by the person aggrieved to do so, in the proper book of account forthwith, or so soon as the arrangements for the business of his audit will permit.

ART. 43.—He shall examine and collate the several books and papers of account of the accounting party; and shall ascertain that the several entries correspond with and balance each other, where such balance may be required, but in the case of any error caused by inadvertence or acci-

Audit of Master's accounts.

dent in the account of any officer he may require such officer to correct the same, and such officer shall make the necessary correction, and the auditor shall then deal with the account so corrected. But if such officer shall refuse to do so, the auditor shall himself make the correction, and report the circumstances of the case to the Poor Law Board.[1]

ART. 44.—He shall compute the several accounts so as to verify the arithmetical accuracy thereof, and the balance due to or from the officer rendering the same at the time to which the audit relates; and he shall state the balance in words at length, and certify the same by his signature or initials, and add the date of the audit, and when he certifies any sum or other matter to be due he shall, as far as practicable, enter his certificate and his reasons for the same (when they are required) in some part of the book of account, which shall be free from other writing.

ART. 46.—The Auditor shall receive any objection made by a ratepayer or any person aggrieved against the accounts undergoing audit, or any items or charge therein, or any voucher or authority for the same, and shall examine into the merits of such objection, and make a decision respecting the same, stating the grounds thereof, and offering to enter the same in the book of account

[1] The Board will, upon receipt of this report, require an explanation from the officer, and if no satisfactory explanation be given, they will admonish the officer, or deal with him as the nature of the complaint may require. The officer may, however, dispute the necessity of any correction, and controvert the decision of the auditor in this respect, and the Board must determine which view of the case is correct.—W. G. L.

then being examined, if required to do so, as in the case of a disallowance or surcharge.[2] Audit of Master's accounts.

ART. 47.—If he shall doubt the correctness of any account, or any item or charge in any account, he shall require the officer rendering the account, * * * * to appear before him, and shall call upon such person to produce any accounts, books or papers, which he may lawfully require; and he shall examine such officer, * * and such accounts, books and papers, as may be produced before him, respecting such account, item or charge.

ART. 48.—If the Auditor find that any money, goods or chattels belonging to the union, have been purloined, embezzled, wasted or misapplied, or that any deficiency or loss has been incurred by the negligence or misconduct of any officer or other person accounting, and shall surcharge such officer or person with such amount or value in his account, he shall submit a statement of such surcharge to the Board of Guardians as soon as he conveniently can do so.

ART. 52.—The personal representatives of an officer accountable under this order, dying before the half-yearly audit of his accounts, shall, so far as they may be by law required, account, in conformity with the provisions herein contained, in the place of such deceased officer; and all regulations affecting the accounts of such officer shall, so far as may be otherwise lawful, affect the accounts of the personal representatives of such officer. Accounting of personal representatives.

ART. 53.—If any person being Master of the Proceeding on resigna-

[2] See art. 42, *ante*.

Audit of Master's accounts.

tion or removal of Master.

workhouse shall resign his office or be removed therefrom before the audit of his accounts shall have been held and closed, such person shall lay before the Board of Guardians, at a time to be fixed by them, a true and complete account of all monies, matters and things committed to the charge of, or collected, received, held or distributed by such person on behalf of the union in such form as he would have had to produce them before the auditor at the end of the current half-year, if he had so long continued in office; and shall deliver over all balances, books, papers, matters and things in his hands, to the Board of Guardians, or to the person whom they may appoint to receive the same; subject always to the liability of such person to account to the auditor at the next audit, and without prejudice to the power of the auditor to allow or disallow the account of such person or any charge therein, or to surcharge him in respect of any charge to which he might be liable.

ART. 54.—Every person voluntarily undertaking to fulfil either wholly or in part the duties of the Master shall, so far as relates to the accounts prescribed by this order to be kept or presented by such officer, keep and present such accounts in the same form and manner as such officer is by this order directed to keep and present such accounts.

Finally, it is to be observed that—

Auditor's report on books.

By art. 50 the Auditor is required at the close of each audit of the accounts of the union, to transmit to the Poor Law Board statements, in the *forms* in the schedule (G) thereunto annexed, of the books directed by the order to be kept by the union officers,

showing which is not kept, or is imperfectly kept, or kept in a form different from that prescribed by the Poor Law Board, [and to deliver copies thereof to the Board of Guardians,][1] and to send to the Poor Law Board a certificate in the form therein contained in respect of each union, where he finds that there has been no default. Audit of Master's accounts.

AND, in reference to the PURCHASE AND CUSTODY OF BOOKS AND PAPERS for the accounts, it is ordered that— Purchase and custody of books.

ART. 56.—The proper books and papers of account for the Master of the workhouse shall be purchased by the Board of Guardians, and paid for out of their common fund.

ART. 57.—The books and papers of account belonging to the Guardians in current use shall, except where special provision is otherwise made, remain in the custody of the proper officer accounting, and shall be produced and exhibited at the ordinary meetings of the Guardians and whenever else the Board of Guardians may require their production, as well as on other lawful occasions.

ART. 58.—The books and papers of the Guardians containing the accounts which are closed shall be deposited for safe custody with such person and at such place as the Board of Guardians may from time to time direct.

And to elucidate the construction of the order the following explanation is supplied in reference to the

[1] This provision for the delivery of the copies to the Board of Guardians is at present suspended.

INTERPRETATION OF CERTAIN WORDS IN THE ORDER.

Interpretation of certain words.

ART. 62.—The word "Provisions" shall include all articles of food specified in the dietary tables or supplied in rations to the officers and servants of the workhouse, or expressly ordered for any inmate upon the recommendation of the Medical Officer. The word "Necessaries" shall include all articles supplied to any inmate specially, either by way of nourishment or as stimulant, or in bodily relief, which are not entered in the Provisions Accounts.

ART. 63.—The word "In-maintenance" shall apply to all the expenses incurred in and about the maintenance, treatment and relief of the paupers in the workhouse, exclusive of the repairs and furniture of the workhouse, and the salaries, remuneration and rations of the officers and servants, but inclusive of the charges for apprentice fees, outfits, burials, and the necessary expenses incurred in the warming, cleansing and lighting the workhouse, and otherwise keeping it fit for daily use. The word "Out-relief" shall apply to the cost of all relief, schooling, and other expenses incurred in and about the paupers relieved out of the workhouse, exclusive of the salaries of officers and the charges for relief stations.

ART. 66.—Whenever in this order the word importing the singular number or the masculine gender only is used, it shall be taken to include and apply to several persons as well as one, and to

females as well as males, unless there be something in the subject or context repugnant to such construction. Interpretation of certain words.

ART. 67.—For the purposes of this order, except where otherwise provided, the *year* shall commence on the twenty-sixth day of March in every year, and the period of the *week* shall be deemed to include the seven days which commence on the day in the week on which the meeting of the Board of Guardians is held, unless there be anything in the context inconsistent with such interpretation.

LIABILITIES OF THE MASTER AND MATRON.

It is desirable now to set out the *liabilities* of the Master and Matron in respect of their conduct.[1] Liabilities to Penalties.

[1] Besides the penalties imposed by the statutes herein cited, the Master and Matron are liable to be removed from their offices by the Poor Law Board, if such Board is satisfied on due enquiry that any of the offences here described has been committed.

With reference to the enquiries instituted by the Poor Law Board, it is well to refer to the 5 & 6 Vict. c. 57, § 2, which provides that "if any person be charged with any misconduct in any matter relating to the administration of the laws for the relief of the poor; and if any such special enquiry as those aforesaid be directed to be made into such charge—the person charged with such misconduct shall be entitled to make his defence at such enquiry by his counsel or attorney, but nothing therein contained shall release any person charged with any misconduct—from the liability to be himself examined at any such enquiry in respect of the matter of such charge in the same manner and subject to the same penalties as under the 4 & 5 Wm. iv. c. 76." Some doubt exists whether this clause is still in force since the 10 & 11 Vict. c. 109, § 22, but the Poor Law Board always allow persons charged before them to be

Liabilities to penalties.
For supply of goods in relief.

First, as to the Supply of Goods for the use of the Paupers.

The 55 Geo. iii. c. 137, § 6, enacts that no overseer of the poor shall either in his own name, or in the name of any other person or persons, provide, furnish or supply, for his or their own profit, any goods, materials or provisions for the use of any workhouse or workhouses, or otherwise for the support and maintenance of the poor in any parish for which he shall be appointed, or shall be concerned directly or indirectly in furnishing or supplying the same, or in any contract or contracts relating thereto, under pain of forfeiting the sum of 100*l.*, with full costs of suit to any person or persons who shall sue for the same.

There is an exception which provides for cases not likely to occur in unions or in parishes under Boards of Guardians.

This statute was extended by the 4 & 5 Wm. iv. c. 76, § 51, to every *Master of a workhouse* or other officer to be appointed under the authority of that Act, consequently it extends to the Matron.

In cases which have occurred upon the former statute, it has been decided that the supply must be for a profit. *Skinner* v. *Buckee*, 3 B. & C. 6. But that it is no defence to prove that the price was a fair market price. *Pope* v. *Backhouse*, 8 Taun. 239. The supply of materials for a trifling repair

defended by counsel or attorney when there is an enquiry by examination of witnesses on oath.

It may be well to observe that when the Poor Law Board dismiss an officer their decision cannot be questioned in a court of law. *In re Teather*, 19 L. J. M. C. 70.

of the workhouse was held not to be within the prohibition, *Barber* v. *Waite*, 1 A. & E. 514. Nor was the supply of a single article to a pauper by way of relief, *Proctor* v. *Mainwaring*, 3 B. & A. 145; *Henderson* v. *Sherborne*, 2 Mee. & W. 236. Liabilities to penalties.

But, as regards the latter supply, the 4 & 5 Wm. iv. c. 76, § 77, renders it unlawful for any person thereafter to be appointed in any parish or union to any office concerned in the administration of the laws for the relief of the poor (which words will doubtless include the Master and Matron), to furnish or supply for his own profit, or on his own account, any goods, materials, or provisions, ordered to be given in parochial relief; or to furnish or supply any goods, materials, or provisions, for or in respect of the money ordered to be given in parochial relief to any persons in such parish or union.

The person so doing is rendered liable to a penalty of 5*l.* for such offence, recoverable on a summary conviction.

It is also to be observed, that the 7 & 8 Vict. c. 101, § 31, provides that it shall not be lawful for any officer connected with the relief of the poor to receive any money for the *burial* of the body of any poor person, which may be within the parish, division of parish, chapelry or place in which the death may have occurred; or to act as undertaker for personal gain or reward in the burial of any such body; or to receive any money from any dissecting school or school of anatomy, or hospital, or from any person or persons to whom any such body may be delivered; or to derive any For being interested in the burial of paupers, or disposal of their bodies.

Liabilities to penalties.

personal emolument whatever for or in respect of the burial or disposal of any such body.

And any such officer offending as aforesaid shall on conviction thereof before any two justices forfeit and pay a sum not exceeding *5l.*

Secondly, as to the Conduct of the Master of the Workhouse.

Misconduct of the Master in the workhouse.

The 4 & 5 Wm. iv. c. 76, § 93, enacts that if any Master of a workhouse shall order any spirituous or fermented liquor to be carried, brought, or introduced into any workhouse (except for the domestic use of himself or of any officer of the said workhouse, or their respective families);

For allowing use of spirituous liquors, or illtreating poor persons or misconducting himself.

Or except by and under the *written authority* of the surgeon of such workhouse, or of any justice visiting the same, or of the Guardians of such workhouse, or in conformity with any rules, orders or regulations of the said Commissioners;

Or if any such Master or any other officer of any workhouse shall carry, bring or introduce into such workhouse, or sell, use, lend or give away therein, or knowingly permit or suffer to be carried, brought or introduced, or sold, used, lent or given away therein, any spirituous or fermented liquor, contrary to the rules, orders, and regulations of the said Commissioners;

Or shall punish with any *corporal* punishment any *adult* person in such workhouse, or confine any such person for any offence or misbehaviour for any longer space of time than twenty-four hours, or such further space of time as may be necessary in order to have such person carried before a justice of the peace;

Liabilities of penalties.

Or shall in any way abuse or illtreat, or be guilty of any other misbehaviour, or otherwise misconduct himself towards or with respect to any poor person in such workhouse;

—Every such Master or officer of a workhouse so offending shall for every such offence, upon the complaint of the Overseers or Guardians of the parish or union to which such workhouse shall belong, or of any such poor person, and upon conviction of such offence before any two justices, forfeit and pay such sum of money, not being more than twenty pounds, as such justices may direct; and in default of payment of the penalty hereby imposed, such justices may and are hereby required to commit such offender to the common gaol or house of correction for the district in which such workhouse shall be situate for any space of time not exceeding six calendar months, unless such penalty shall be sooner paid.

Power of justices to order salaries, etc. to be stopped and applied towards payment of penalties.

Provided always, that, if at the time when any such Master or officer of a workhouse shall be so convicted of any such offence, there shall be due to him any sum of money or salary in respect of his employment as such Master or officer of such workhouse, or upon any balance of account from the Overseers or Guardians of the parish or union to which such workhouse shall belong, it shall be lawful for such justices, upon the application of such Overseers or Guardians, by order in writing under their hand to direct that such sum of money, salary or balance, so far as the same shall extend, or a sufficient part thereof, shall be retained and applied for the use of such parish or union by such

Liabilities to penalties.

Overseers or Guardians, in payment or part payment of any such penalty; and such order shall be a good and valid discharge to such Overseers or Guardians for so much money as may by such order be directed to be so retained and applied against the claim or demand of the Master or other officer of such workhouse in respect of any such sum of money, salary or balance.

Section 94 requires the Master to cause one or more copy or copies of clauses 92 and 93 to be printed or fairly written and hung up in one of the most public places of such workhouse, and to renew the same from time to time, so that they be kept fair and legible, on pain of forfeiting 10*l.* for every wilful default.

Prevention of interference with bastard children.

The following are provisions respecting *bastard children* of paupers.

The 7 & 8 Vict. c. 101, § 7, enacts, that it shall not be lawful for any justice of the peace to appoint any officer of any parish or union to have the custody of any bastard child as thereinbefore provided; Or for any officer of any parish or union to receive any money in respect of any bastard child, under an order of petty sessions as aforesaid; or as such officer, to conduct any application to make or enforce such order, or in any way to interfere, as such officer, in causing such application to be made, or in procuring evidence in support of such application, under a penalty of 40*s.*, to be levied on conviction before two justices.[1]

[1] The 31 & 32 Vict. c. 122, § 41, now provides that, "when and so often as my bastard child, for whose maintenance an order has been made by justices under the provisions of the

Liabilities to penalties.

And section 8 enacts, that if any officer of a union, parish or place, endeavour to induce any person to contract a marriage by threat or promise respecting any application to be made or any order to be enforced with respect to the maintenance of any bastard child, such officer shall be guilty of a *misdemeanour*.

It is also right to bring under the notice of the Master, the following provision respecting the *improper removal of paupers*.

Prohibition of improper removals.

The 9 & 10 Vict. c. 66, § 6, enacts, that if any officer of any parish or union do contrary to law, with intent to cause any poor person to become chargeable to any parish to which such person was not then chargeable, convey any poor person out of the parish for which such officer acts, or cause or procure any poor person to be so conveyed, or give directly or indirectly any money, relief, or assistance, or afford or procure to be afforded any facility for such conveyance or make any offer or

7 & 8 Vict. c. 101, § 5, shall become chargeable to any parish or union, any two justices in petty sessions may, if they shall see fit, by order under their hands and seals from time to time appoint some relieving *or other officer* of the parish or union to which such bastard child shall be so chargeable, to receive on account of such parish or union such proportion of the payments then due or becoming due under the order of the petty sessions made under the provisions of the said act as may accrue during the period for which such child is chargeable." The order shall remain in force for a year, and may be renewed. The above prohibition against the receipt of money is repealed, "and any payment so ordered to be made shall be recoverable by the relieving officer *or other officer* appointed to receive it in the manner provided by sect. 3 of the said act."

Liabilities to penalties.

promise, or use any threat to induce any poor person to depart from such parish, and if in consequence of such conveyance or departure any poor person become chargeable to any parish to which he was not then chargeable, such officer on conviction thereof before any two justices, shall forfeit and pay for every such offence any sum not exceeding 5*l.*, nor less than 40*s.*[1]

Thirdly, as to Disobedience of Orders of the Guardians and the Commissioners.

Disobedience of orders of Guardians.

The 4 & 5 Wm. iv. c. 76, § 95, enacts that, in case any Master of a workhouse shall wilfully disobey the legal and reasonable orders of such justices and Guardians in carrying the rules, orders, and regulations of the said Commissioners or Assistant Commissioners, or the provisions of that Act, into execution, every such offender shall, upon conviction before any two justices, forfeit and pay for every such offence any sum not exceeding 5*l.*

Then sect. 98 enacts that in case any person shall wilfully neglect or disobey any of the rules, orders, or regulations of the said Commissioners[2] or Assis-

Of Commissioners.

[1] It is well to notice here that several cases have occurred in which Masters of workhouses have been prosecuted and convicted of offences against this clause. Although they may act under the directions of the Guardians, such directions afford them no defence; and though the Guardians may pay the costs or the penalty, the auditor cannot allow the payment as lawful; and if he disallow it, the Poor Law Board will not remit the disallowance.—W. G. L.

[2] By the 10 & 11 Vict. c. 109, § 10, all the powers of the Poor Law Commissioners were transferred to the Poor Law Board, but by the same clause all powers vested in the former ceased. Inspectors are by sect. 19 to be appointed in place of

tant Commissioners, or be guilty of any contempt of the said Commissioners sitting as a Board, such person shall upon conviction before any two justices forfeit and pay for the first offence any sum not exceeding *five pounds*, for the second offence any sum not exceeding *twenty pounds* nor less than *five pounds*, and in the event of such person being convicted a third time, such third and every subsequent offence shall be deemed a misdemeanor, and such offender shall be liable to be indicted for the same offence, and shall on conviction pay such fine, not being less than *twenty pounds*, and suffer such imprisonment, with or without hard labour, as may be awarded against him by the court by or before which he shall be tried and convicted. Liabilities to penalties.

Fourthly, as to the purloining, embezzlement, and wilfully wasting or misapplication of the Property of the Union, Against embezzlement or purloining of property.

It is enacted by 4 & 5 Wm. iv. c. 76, § 97, that if any Master of a workhouse, or other paid officer, or any other person employed by or under the authority of the said Guardians, shall purloin, embezzle, or *wilfully* waste or *misapply*[3] any of the monies, goods or chattels belonging to any parish or union, every such offender shall, besides and in addition to such pains and penalties as such person so offending, shall, independently of that Act, be liable to, upon conviction before any two justices, forfeit and pay for every such offence any sum

the Assistant Commissioners, but they have no power to make orders or regulations.

[3] The word *wilfully* extends to the misapplication as well as waste. See *Carpenter* v. *Mason*, 12 A. & E. 629.

Liabilities to penalties.

not exceeding *twenty pounds*, and also *treble the amount* or value of such money, goods or chattels so purloined, embezzled, wasted, or misapplied;

And every person so convicted shall be for ever thereafter incapable of serving any office under the provisions of that or any other act in relation to the relief of the poor.[1]

EXEMPTION AND PROTECTION OF THE MASTER.

Exemption of the Master.

In regard to the exemptions of the Master, it is to be noticed that the 5 & 6 Vict. c. 109, § 6, exempts the Masters of all *union* workhouses from serving the office of *constable* under that Act; and the 13 & 14 Vict. c. 101, § 6, enacts, that no Master of a workhouse shall be qualified to be appointed to the office of overseer of the poor, constable or any other parochial or township office so long as he shall continue to be such Master of a workhouse.

Protections in actions.

It is also to be observed that the 4 & 5 Wm. iv. c. 76, § 104, contains the usual provisions as to the notice of action, limitation of time, tender of amends, venue of the action and payment of costs, in reference to things done in pursuance of or under the authority of that Act, by any person. These will be available for the Master or Matron.[2]

[1] Independently of this prosecution, the Master being bound to account to the auditor, is liable to be surcharged by him to the amount of such deficiency, and the Auditor must enforce the payment from him of the sum so surcharged and certified to be due.

Moreover, the Master and his sureties on their guarantee are liable to make good the loss to the Guardians.

[2] There is much doubt whether the Guardians can defend

The 13 & 14 Vict. c. 101, § 9, enacts that where any person shall be charged with and convicted of any assault upon any officer of a workhouse in the due exercise of his office, or upon any person acting in aid of such officer, the court may sentence the offender to the same punishment as is provided by law for an assault upon a peace officer in the due exercise of his duty, and shall have the same power as in case of such last-mentioned assault to order payment of the costs and expenses of the prosecution. Assault upon Master.

Further, the 14 & 15 Vict. c. 105, § 5, enacts, Destruction of Master's property.

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the Master at the cost of the union or parish in proceedings taken against him in respect of acts done by him in the discharge of his duty as Master. If he have acted legally, he will have a good defence; if he has acted illegally, it is certain that he can have no claim to be defended at the charge of the poor rate. But in the case of *A. G.* v. *Pearson*, 10 Jur. 651, the Court of Chancery refused to hold the trustees of a parish liable to account as for a breach of trust for paying the costs of an action by a pauper against the Master of the workhouse and other officers for assault in treating him as a lunatic. But whether the auditor might not have disallowed the payment is a different question. The case of *A. G.* v. *Compton & Randall*, 1 Yo. & Coll. Ch. C., 418, is, however, a strong authority against the legality of the proceedings of the Guardians in such a case. See also the Report of the proceedings in Chancery taken upon an information against certain Guardians of the Bolton Union, for defending an officer charged with manslaughter, out of the funds of the union, in the 10 Ann. Rep. of the Poor Law Commissioners, App. page 231.

Where an information was laid against a Master for a violation of the statute 9 & 10 Vict. c. 69, § 6, and he was convicted, the auditor disallowed the payment of the penalty and costs out of the union fund and surcharged one of the Guardians. On appeal the Poor Law Board confirmed the disallowance and refused to remit the surcharge.—W. G. L.

Assault upon Master

that the Guardians may where they think fit pay to or reimburse any of their officers the expense necessarily incurred in repairing or restoring property belonging to such officer which may have been unlawfully, wilfully and maliciously damaged, injured or destroyed, by any person applying or having applied for relief, and such costs and expenses incurred in the prosecution of the offender as may not be allowed by the court before which the prosecution or trial shall take place.

SUPERANNUATION ALLOWANCE.

In 1864, an Act (27 & 28 Vict. c. 42) was passed to provide for superannuation allowances to officers of unions and parishes. It was dated July 14th, 1864; and after reciting that "it was expedient that provision should be made to enable superannuation allowance to be granted to officers of unions and parishes who became disabled by infirmity or age to discharge the duties of their offices," enacted as follows:—

Power to Guardians and trustees, with consent of Poor Law Board, to grant Superannuation Allowances to officers in certain cases.

1. That the Guardians of any union or parish, and the trustees or overseers of any parish appointed or incorporated under a local act, may, at their discretion, with the consent of the Poor Law Board, grant to any officer whose whole time has been devoted to the service of the union or parish and who shall become incapable of discharging the duties of his office with efficiency, by reason of permanent infirmity of mind or body, or of old age, upon his resigning or otherwise ceasing to hold his office, an annual allowance not exceeding in any case two-thirds of his then *salary*, whether computed according to a fixed sum or to a pound-

age, and shall charge such allowance to the same fund as that to which such salary would have been charged if he had continued in his office. Super-annuation Allowance.

2. This allowance shall be payable to or in trust for such officer only, and shall not be assignable nor chargeable with his debts or other liabilities. Such allowances not to be assignable.

3. No officer shall be entitled to such allowance on the ground of age who shall not have completed the full age of sixty years, and shall not have served as an officer of some union or parish for twenty years at the least. Limitation of grants of allowances.

4. No grant shall be made without one month's previous notice, to be specially given in writing to every Guardian of the union or parish and to every member of the board of trustees or overseers (as the case may be), of the proposal to make such grant, and the time when it shall be brought forward. Notice of grant to be given to Guardians.

As this statute only referred to the *salary* of the officer, which as regards the officers of the workhouse forms merely a part of their remuneration, the statute 29 & 30 Vict. c. 113, § 1, enacted that, in computing the salary of any officer under the Act 27 & 28 Vict. c. 42, the amount of the emoluments of his office on the average of the three years concluded at the last preceding quarter may be taken into the calculation by the Guardians.

Hence the value of the board and lodging of the Master and Matron may be taken into consideration.

It is perhaps right to notice that the 30 & 31 Vict. c. 106, § 19, provides that, where an officer shall at the time of vacating his office be employed

Super-annuation Allowance.

solely in the service of the Guardians, he shall not be prevented from receiving a superannuation allowance by reason of his having been also employed under another public authority, provided that such last-mentioned employment shall have ceased not less than three years prior to his application for such allowance.

It is perhaps advisable to notice that the superannuation allowance to every officer is separate and distinct; therefore there can be no joint allowance for Master and Matron, though husband and wife, nor any benefit of survivorship.

When an application is made to the Poor Law Board for their consent to any superannuation allowance, they transmit the following form to be filled up.

_____ UNION.

SUPERANNUATION ALLOWANCE.

1. State the Name of the Person to whom the Superannuation Allowance is proposed to be granted .
2. His age . . . . .
3. The Office which he held . .
4. The Date of his Appointment as an Officer of the Union, and whether he has served as an Officer for twenty years . .
5. The amount of Salary at the date of Resignation . . . .
6. If a Workhouse Officer, state the estimated value of the board and lodging, or other emoluments, which are taken into consideration by the Guardians in computing the annual allowance to this Officer . . . . .

7. The amount of proposed Superannuation Allowance . .
8. Any other employment or occupation in which he has been engaged during the time he has held office . . . .
9. The grounds on which the Superannuation is proposed . .
   (If on the ground of infirmity of mind or body a Medical certificate should be forwarded to the Board).
10. On what Day the Notice in writing was sent to each Guardian of the intention to propose the Superannuation Allowance .
11. Insert a copy of the Notice .
12. Insert a copy of the Resolution of the Guardians, and its date .

_____ *Signature of Clerk.*

_____ *Date.*

The grant of the Superannuation Allowance is prospective only. It cannot be made to relate back to a period antecedent to the resignation or the resolution of the Guardians. It takes effect upon the resignation, but they may be contemporaneous, so that, if the due notice be given, the Board of Guardians may resolve upon the grant at the same meeting as that at which the resignation is made.

APPENDIX.

1. THE FORMS referred to in the former pages.

THE FIRST SET are those contained in the GENERAL CONSOLIDATED ORDER relating to the Management of the Workhouse and the Master's Duties, amended by a recent General Order.

THE SECOND SET are those contained in the GENERAL ORDER OF ACCOUNTS relating to the Master.

(These Forms should not be studied without reference to the text set forth in the above Treatise, and the Notes on that text, together with the Notes on the Forms themselves.)

2. Circular Letter as to the Children of the Master and Matron.

3. Circular Letter forwarding copy of Dr. Edward Smith's Letter on Cooking of Food in the Workhouse.

4. The General Order of the Poor Law Board relating to the Medical Officer of the Workhouse.

5. The General Order which prescribes the Creed Register.

6. The Circular Letter of the Poor Law Board on Vagrancy.

7. The General Order relating to the entry of the Visiting Committee at Stocktaking.

APPENDIX I.

FIRST SET OF FORMS:

BEING THOSE CONTAINED IN THE

GENERAL CONSOLIDATED ORDER,

(as recently altered,)

RELATING TO THE

MANAGEMENT OF THE WORKHOUSE AND THE MASTER'S DUTIES.

FORM (N).

—	Time of Rising.	Interval for Breakfast.	Time for Work.	Interval for Dinner.	Time for Work.	Interval for Supper.	Time for going to Bed.
From 25th March to 29th Sept.	½ before 6	From ½ past 6 to 7	From 7 to 12	From 12 to 1	From 1 to 6	From 6 to 7	8 o'clock.
From 29th Sept. to 25th March.	½ before 7	From ½ past 7 to 8	From 8 to 12	From 12 to 1	From 1 to 6	From 6 to 7	8 o'clock.

FORM (O).—*Workhouse Punishment Book.*

No. of the Case.	Name.	Offence.	Date of Offence.	Punishment inflicted by the Master or other Officer.	Opinion of the Guardians thereon.	Punishment ordered by Board of Guardians.	Date of Punishment.	Initials of Clerk.	Observations

FORM (Q).—*Workhouse*

(A). To be filled up by the Medical Officer.

Initials of Medical Officer in attendance on every Case	Name of the Sick Pauper.	When admitted to Sick Ward.	When discharged.	Nature of Disease.	Days when attended.							Males. The No.* of the Dietary on which placed.							Females. The No.* of the Dietary on which placed.						
					S.	M.	T.	W.	Th	F.	Sa.	S.	M.	T.	W.	Th	F.	Sa.	S.	M.	T.	W	Th	F.	Sa.
					Total No. each Day.																				

* The Dietaries for the Sick are to be numbered thus: No. 1. House Diet. No. 2. Full As regards the Sick Paupers on Diet No. 1. House Diet, the extras only should be entered Account," for which see Form hereafter.4

THE Number of the Paupers on each Description of the Dietaries, and according to the several Sexes, is to be carried by the Master at the close of each Week to a Summary at the end of the Book, to be prepared in the following Form.

WEEKLY SUMMARY.

Week ending _____

No. of the Dietary.	Description of Classes in the Diet Table.	Number of Patients each Day. S.	M.	T.	W.	Th.	Fr.	Sat.	Collective Number of Days.
1	House Diet..Males . .								
1	House Diet..Females. .								
2	Full Diet....Males . .								
2	Full Diet ..Females .								
3	Low Diet ..Males . .								
3	Low Diet ..Females .								
4	Fever Diet..Males . .								
4	Fever Diet..Females .								
	Total Number of Sick Paupers .								

Medical Relief Book.[1]

Extras.			State or Termination of the Case, and in the event of Death, the apparent cause thereof.	(B). To be filled up by the Master of the Workhouse, with Articles actually given.																	Remarks.
				Quantity of Provisions consumed.											Extras [3] provided.						
What ordered	When ordered	When discontinued.[2]		Bread.	Meat.	Bacon.	Cheese.	Rice.	Oatmeal.	Milk.					Ale.	Porter.	Wine.	Brandy.	Gin.		
				lb.	lb.	lb.	lb.	lb.	lb.	pt.					pt.	pt.	pt.	pt.	pt.		
			Total Quantity consumed																		

Diet. No. 3. Low Diet. No. 4. Fever Diet. In some Workhouses this number is increased.
in this Book, since their ordinary Diet, will appear in the "Daily Provisions Consumption

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Notes by W. G. L.

[1] This account should be kept daily, and added up at the end of each week. The Medical Officer must do this in respect of his portion, and the Master in respect of his side of the book. But the Weekly Summary is to be made up by the Master weekly.

[2] As to what are to be considered as *extras*, see the note on the Form of the Dietary for the Sick Paupers in the next page, which is to be entered in the commencement of the book.

[3] The Medical Officer, having entered an extra, it is, in the absence of limit by him, to be continued till he orders it to be discontinued by an entry in this column.

[4] In their letter introductory to the General Order of Accounts of 1847, the Commissioners observe upon Form 26, being the Daily Provisions Consumption Account, "The weekly entry for such of the Sick as have not the ordinary house diet will be checked by the diet and the amount of extras, every article of which for the week should be entered opposite each name in the *Workhouse Medical Relief Book*. The blank columns in that book may be used for the entry of the articles of an ordinary kind not mentioned in the printed headings."

FORM

	* DIETARY FOR		
No. 1.	House Diet, being the ordinary Diet for the Paupers		
No. 2.		BREAKFAST.	
2	Full Diet		
		ounces.	pints.
2	Males		
2	Females		
		BREAKFAST.	
3	Low Diet		
		ounces.	pints.
3	Males		
3	Females		
		BREAKFAST.	
4	Fever Diet		
		ounces.	pints.
4	Males		
4	Females		

N.B.—Sugar, Arrowroot, Sago, Butter, Milk, Wine, Spirits, Porter and
required, and the quantity is to be then specified in the proper column of

* If thought proper by the Medical Officer any additional Number

[4] This Form is required to be the introduction to the Workhouse
upon, the Master, and an assistance to the Auditor.

[5] The Medical Officer must give express order for the *extra*
no responsibility will be incurred, and waste or peculation or error
April 4, 1868, the Medical Officer for the Workhouse is required to
patient upon whom he shall be in attendance, all medical and *other*

[6] (*i.e.*) in the Workhouse Medical Relief Book, to which this Form

(R).

SICK PAUPERS.[4]

in the House.

DINNER.					SUPPER.	
ounces.	pints.	ounces.	ounces.	pints.	ounces.	pints.

DINNER.					SUPPER.	
ounces.	pints.	ounces.	ounces.	pints.	ounces.	pints.

DINNER.					SUPPER.	
ounces.	pints.	ounces.	ounces.	pints.	ounces.	pints.

Beer, are in all cases to be treated as *extras*, to be expressly ordered[5] when this book.[6]

of Dietaries may be introduced, and numbered consecutively.

Medical Relief Book, and as a convenient guide to, as well as a check

which is to be given, and the quantity; it is manifest that otherwise may ensue; and by the General Order of the Poor Law Board, dated enter on a card, to be affixed at or near the head of the bed of every *extras* which he shall then deem necessary to be supplied. See *post.* is to be prefixed.

_____ UNION. *Register of Births in the* _____ *Workhouse.* _____ *Master.*

Date of Birth.	Whether Male or Female.	Name of Parents, or Mother.	From what Parish Parent admitted.*	When and where baptized.	In what Name baptized.	Remarks.

* *Note.*—In the case of a Vagrant admitted into the Workhouse who becomes a Mother therein, the word *Vagrant* must be inserted.

_____ UNION. *Register of Deaths in the* _____ *Workhouse.* _____ *Master.*

Date of Death.	Name.	Age.	From what Parish admitted.†	Where buried.

† *Note.*—In the case of a Vagrant admitted into the Workhouse who dies therein, the words *admitted as a Vagrant* should be inserted.

These Two Forms are prescribed by the General Order of the Poor Law Board, dated February 26th, 1866.

Form (U).

_____ Union Workhouse.

_____ *Week ending* _____ 18

WARDS.	Beds therein.	Number of Occupants each Night.							Total.	Observations.
		S.	M.	T.	W.	Th.	F.	Sat.		
Able-bodied Men . .										
Old Men										
Boys										
Male Infirmary . . .										
—— Infectious . . .										
—— Receiving . . .										
Total . . .										
Able-bodied Women .										
Old Women										
Girls										
Female Infirmary . .										
Lying-in Ward . . .										
Female Infectious . .										
——— Receiving . .										
Total . . .										

The foregoing is a true Statement

_____ Master.

_____ Matron.

SECOND SET OF FORMS:

BEING THOSE CONTAINED IN THE

GENERAL ORDER OF ACCOUNTS,

Dated January 14th, 1867,

WHICH RELATE TO THE MASTER.*

* The Mode of keeping these Accounts has been very well exemplified by two works: one by Mr. Danby Palmer Fry, of the Poor Law Board, the other by Mr. H. K. Roberts.

SCHEDULE (E).

Containing the Form of the Workhouse Accounts to be kept by the *Master of the Workhouse.*

_____ UNION. *The Inventory Book.* _____ *Master.*

Date of Entry.	(*)						Date.	Articles transferred, condemned, or disposed of.	
	Fixtures.	Furniture.	Utensils.	Bedding. †	House Linen. †	Other Effects.		Notes of Articles transferred to other Parts of the House.	Notes of Articles condemned or disposed of.

* A separate page is to be devoted to each office, room, or apartment, and in this space is to inserted the name of the office, room, or apartment to which the page is appropriated.

† Under the head "Bedding" are to be entered mattresses, beds, blankets, sheets, and rugs; and under "House Linen" are to be entered tablecloths and towels, (Towels supplied to individuals for their own use should be entered in the Clothing Account."—W. G. L.)

A blank space should be left at the end of the account for each apartment or division for the insertion of new articles.

Notes of articles transferred to other parts of the house, condemned, or disposed of, should be made as soon as the same takes place, and the new purchases should be punctually entered so as to represent the exact state of the house in reference to the articles to be entered in this book at all times.

Admission and

_____ UNION.

ADMITTED.

Day of the Month.	Day of the Week.	Next Meal after Admission.	Name.	Calling, if any.	(a) Religious Persuasion.	When born.	Class for Diet.*									Number affixed to the Pauper's Clothes.	Parish from which admitted.†	By whose Order admitted	Date of the Order of Admission.	If born in the House, Name of Parent.	Observations on Condition at time of Admission, and any other general Remarks.
							1	2	3	4	4a	5	6	7	8	8a	9						

When a Pauper is admitted before Breakfast the Master is to enter into the column for "next after Supper the letter S. And when a Pauper is discharged after Breakfast the Master is to enter in the the letter S.

* The columns "Class for Diet" are to be filled up by the figure 1. The Classes should correfor the Children.

† Unless the Guardians require the Vagrants to be entered in another book, the word "Vagrant" of the Parish.

(a) See the new Creed Register provided under the 31 & 32 Vict. c. 122 *post*, which, however,

Discharge Book.

Master of the Workhouse at

DISCHARGED.																	
Date.	Day of the Week.	Last Meal before Discharge.	Name.	Class for Diet.*										How discharged; and if by Order, by whose Order.	In case of Death, say "Dead."	Observations on General Character and Behaviour in the Workhouse.
				1	2	3	4	4*a*	5	6	7	8	8*a*	9			

Meal after Admission" the letter B; when before Dinner the letter D; and when before Supper column for "last Meal before Discharge" the letter B; when after Dinner the letter D; and when spond with the Classes of the Diet Table in use in the Workhouse. The columns 4*a* and 8*a* are must be entered in this column against every person admitted as a Vagrant instead of the name does not dispense with this column.—W. G. L.

Admission and Discharge

_____ UNION.

ADMITTED.						Where he slept last Night.
Day of the Month.	Day of the Week.	Hour of Admission.	Names of Vagrant, Wife and Family.	Age.	Calling or Occupation.	

* NOTE.—When a Vagrant has remained in the Vagrant Ward for 24 hours and the Workhouse, he should be forthwith duly entered

† See the Provision in the Statute 11 & 12 Vict. c. 110, s. 10.

In Unions within the Metropolis, columns must be

In-Door Relief List

_____ UNION. *Half-year ending* _____ 18

Able-bodied and their Families (exclusive of Vagrants).						Not Able-bodied and their Families (exclusive of Vagrants).							Lunatics, Insane Persons and Idiots.					
Adults.				Children under 16 of Able-bodied Inmates.		Adults.				Children under 16.								
Married Couples.		Other Males.	Other Females.	Illegitimate.	Other Children.	Married Couples.		Other Males.	Other Females.	Of Parents (not Able-bodied) being Inmates.		Orphans or other Children allowed without their Parents.				Calling of Pauper.	When born.	Of what Religious Persuasion (a).
Males.	Females.					Males.	Females.			Illegitimate.	Other Children.		Males.	Females.	Children under 16.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
																Totals of each Class		

1. The Columns for the Classification of the Paupers are to be filled up by inserting

2. Whenever, in this Relief List, two or more persons of the same name occur, the ber in brackets, to distinguish him from other persons of the same name.

3. The number of each class of paupers actually relieved on the *first of January* this book, a portion of the book being set apart and ruled for the purpose.

* This should be the Parish from which the Pauper, or in case of a child born in

(a) See the new Creed Register provided under the 31 & 32 Vict. c. 122 *post*,

Book for Vagrants.

_____Master of the Workhouse at_____

DISCHARGED.					Whether searched on Admission, and if so, what, if anything, found.†
At what Hour of the next Day discharged.*	Whether set to work.	If not, why?	What Work done.	To what Place going.	

is not then discharged, or when he is sooner removed into the ordinary wards of in the Workhouse Admission and Discharge Book.

added for *the nature and quantity of food given* and *the cost.*

*for the Parish of*_____*

_____Master of the Workhouse at_____

Name of Pauper.	Number of Days in the House in each Week.																										Totals for the Half-year.
	1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.	9th Week.	10th Week.	11th Week.	12th Week.	13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	21st Week.	22d Week.	23d Week.	24th Week.	25th Week.	26th Week.	27th Week.	
Total Days for each week																											

the figure 1 in the proper column opposite each name, and leaving all the rest blank. Master of the Workhouse shall annex to the name of each of such persons a num-

and on the *first of July* respectively, in each year, is to be shown at the beginning of

the Workhouse from which its mother, was admitted.

Abstract of the In-door Relief Lists

_____ UNION.

Folio of the In-door Relief List.	Parishes.	Number of Days											
		1st Week.	2d Week.	3d Week.	4th Week.	5th Week.	6th Week.	7th Week.	8th Week.	9th Week.	10th Week.	11th Week.	12th Week.
	Vagrants. .												
	Total Days for each Week .												

The aggregate Number of Days in each week passed in the Workhouse by the total the several weeks in the In-Door Relief Lists. Paupers admitted as Vagrants who Parish where the Workhouse is situated.

A few sheets of this Abstract (according to the extent of the Union) are to be bound

_____ UNION. *The Master's*

INVOICES.

Date.	No. of Order.	No. of Invoice or Bill.	Name.	Trade.	Provisions.		
					£	s.	d.
				Total . .			

The money columns should

*for the Half-year ending*_____18

_____*Master of the Workhouse at*_____

in each Week.															
13th Week.	14th Week.	15th Week.	16th Week.	17th Week.	18th Week.	19th Week.	20th Week.	21st Week.	22d Week.	23d Week.	24th Week.	25th Week.	26th Week.	27th Week.	Totals Days for the Half-year.

Number of Paupers from each Parish must be taken from the columns of total days for
remain in the Workhouse are to be enumerated among the paupers admitted from the

up at the end of the Book containing the In-Door Relief Lists.

Day Book. _____*Master of the Workhouse at*_____

INVOICES.														
Clothing.			Furniture and Property.			Necessaries.			Repairs.					
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.

be added up weekly.

Summary of the Master's Day Book

_____ UNION.

No. of the Week	NAMES OR TRADE.												Total.		
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
Totals															

for the Quarter ending _____ 18

_____ *Master of the Workhouse at* _____

ACCOUNT CHARGED.																	
Provisions.			Clothing.			Furniture and Property.			Necessaries.			Repairs.					
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.

The Master's Book of Receipts and Payments.

_____ UNION. _____ *Master of the Workhouse at* _____

RECEIPTS.					PAYMENTS.				
Date.	Name and Particulars.				Date.	Name and Particulars.			

Balanced this _____ day of _____ (signed) _____ *Master.*

Master's Receipt Check Book.

This part to be retained by the Master.

*No.*_____

_____ UNION.

_____ *day of* _____ 18 ____

Mr. _____

For _____

£ _____

*No.*_____

_____ UNION.

_____ *day of* _____ 18 ____

Received of _____

the sum of _____

on behalf of the above-named Union in respect of

_____

_____

_____

£ _____

(signed) _____

Master of the Workhouse at _____

Daily Provisions Consumption Account,

_____ UNION.

BREAKFAST.

Class.	Total Numbers.	Deduct		Net Numbers.	Prepared Provisions. (1)						Class.	Total Numbers.	Deduct		Net Numbers.
		Sick.*	Absent.		each oz.	lb. oz.	each pts.		each				Sick.*	Absent.	
1											1				
2											2				
3											3				
4											4				
4*a*											4*a*				
5											5				
† —											—				
6											6				
7											7				
8											8				
8*a*											8*a*				
9											9				
Vagrants.															
Totals (2).											Totals				
Quantities of the several principal Articles in their unprepared state taken from the Stores to supply the above Meals (3).															
Waste (if any)															

(1) The names of the articles prescribed in the Dietary are to be inserted.

(2) The total quantities on this line represent the quantities of the several articles

(3) The quantities of the several principal articles in their unprepared state necessary quantities of prepared provisions for each meal, and carried to the "*Weekly Provisions* for *waste* arising out of the preparation or distribution of the provisions; and in the by the *principal articles* the Board understand those articles the requisite quantities of scribed quantities of "prepared provisions." The remaining articles not entered herein all articles, provisions and necessaries of a miscellaneous character received and con-

* Those only of the Sick who have not the ordinary diet are to be deducted.

† On this line are to be placed such of Class 5 as have larger allowances than the Diet such paupers as receive peculiar allowances under the Medical Officer's advice without

*for*_____*the*_____*day of*_____18

_____*Master of the Workhouse at*_____

DINNER.						SUPPER.									
Prepared Provisions.						Class.	Total Numbers.	Deduct		Net Numbers.	Prepared Provisions.				
								Sick.*	Absent.						
each. oz.	lb. oz.	each		each							each oz.	lb. oz.	each		each
						1									
						2									
						3									
						4									
						4*a*									
						5									
						—									
						6									
						7									
						8									
						8*a*									
						9									
						Totals									

of prepared provisions required for each meal.
to supply the quantities of prepared provisions so required are to be entered under the *Consumption Account.*" Here also the Master may enter the allowance which he claims case of meat out of the weight of bone. (In *Off. Cir.* No. 20 (N. S.), 291, it is stated, that which cannot conveniently be regulated by weight or measurement according to the pre- are to be entered in the Necessaries and Miscellaneous Accounts which are to contain sumed as well as those in store.—W. G. L.)

Table gives, on account of their being employed as nurses, or in the household work, or being entered on the Sick List.

No. 26. *Weekly Provisions Consumption Account, for the_____Week of the Quarter ending_____* 18

UNION. *Master of the Workhouse at*_____

Date.	Day of the Week.	Meal.	Consumed by the Paupers. lb oz	lb oz	Taken from the Stores for the Officers and Servants of the Workhouse. (1)	Number of Paupers in the House during the Day.	Number of Members of the Establishment.
		Breakfast					
		Dinner					
		Supper					
		Breakfast					
		Dinner					
		Supper					
		Breakfast					
		Dinner					
		Supper					
		Breakfast					
		Dinner					
		Supper					
		Breakfast					
		Dinner					
		Supper					
		Breakfast					
		Dinner					
		Supper					
Sick as per Medical Relief Book							
Supplied to A.B, Relieving Officer of District							
to C.D, Relieving Officer of District							
Extraordinary Supplies							
Totals to be carried to the "*Provisions Receipt and Consumption Account*"						(2)	

(1) The quantities of the articles taken from the stores for the Officers and Servants of the Workhouse are to be entered at the time when they are taken.

(2) This total should agree with the total number of days in the Abstract of the In-door Relief List for the corresponding week.

Provisions Receipt and Consumption Account for the_____ Week of the Quarter ending_____ 18

_____ UNION. _____ *Master of the Workhouse at* _____

ARTICLES.	Stock brought forward.	New Stock.	No. of Invoice.	Totals of Stock brought forward and new Stock.	Consumed		Remaining in Store.	Totals consumed and remaining in Store.	Required for next Week.
					By the Paupers.	By the Officers and Servants of the Workhouse.			

The "New Stock" of the several Articles, and the quantities "Consumed" "by the "Paupers" and "by the Officers and Servants of the Workhouse" respectively, are to be carried to the "*Summary of Provisions received and Provisions consumed.*"

Summary of Provisions received and Provisions consumed in the Quarter ending _____ 18

_____ UNION. _____ *Master of the Workhouse at* _____

		*																	
		lb. oz.	lb. oz.																
Received	1st Week																		
	2nd ,,																		
	3rd ,,																		
	4th ,,																		
	etc.																		
	10th ,,																		
	11th ,,																		
	12th ,,																		
	13th ,,																		
Totals received																			
Consumed by the Paupers.	1st Week																		
	2nd ,,																		
	3rd ,,																		
	4th ,,																		
	5th ,,																		
	6th ,,																		
	7th ,,																		
	8th ,,																		
	9th ,,																		
	10th ,,																		
	11th ,,																		
	12th ,,																		
	13th ,,																		
Total consumed by the Paupers																			
Consumed by the Officers and Servants of the Workhouse.	1st Week																		
	2nd ,,																		
	3rd ,,																		
	4th ,,																		
	5th ,,																		
	6th ,,																		
	7th ,,																		
	8th ,,																		
	9th ,,																		
	10th ,,																		
	11th ,,																		
	12th ,,																		
	13th ,,																		
Totals consumed by the Officers and Servants of the Workouse																			

* The names of the articles are to be placed at the head of the columns.

The "Totals received," the "Totals consumed by the Paupers," and the "Totals consumed by the Officers and Servants of the Workhouse," are to be carried to the "*Balance of the Provisions Account for the Quarter.*"

Balance of the Provisions Account for the Quarter ending _____ 18

_____ UNION. _____ *Master of the Workhouse at* _____

Articles.	Stock brought forward.	Price.	Cost of Stock brought forward.	New Stock.	Price.	Cost of New Stock.	Total Cost of New Stock, and Stock brought forward.	Consumed				Stock remaining in Store.	Cost of Stock remaining in Store.	Total Cost of Articles consumed and in Store.
								By the Paupers.		By the Officers and Servants of the Workhouse.				
								Quantities	Cost.	Quantities	Cost.	Quantities		
		s. d.	*£ s. d.*		*s. d.*	*£ s. d.*	*£ s. d.*		*£ s. d.*		*£ s. d.*		*£ s. d.*	*£ s. d.*

Submitted to _____ Member of the Visiting Committee, this _____ day of _____ 18 and found to be correct, as regards the Stock remaining in Store.*

(signed) _____

_____

_____

* These words are added by the General Order, dated February 16, 1869, and note the provision therein contained in regard to errors.—See the Order, *post*.

Clothing Materials

_____UNION.

(*)			
RECEIVED.			
Date.	Of whom.	No. of Invoice.	Quantity.

Submitted to Member of the Visiting Committee, this ___ day of _____ 18 regards the Stock remaining in Store.†

* A separate account is to be kept of each article, and the name of the article
Sheets, bedding, and house linen are to be entered in the inventory.
The entries are to be made in the true order of time according as the articles
every half-year.
The articles of clothing into which the materials are converted are to be

Clothing Receipt

_____UNION.

Date.	From whom or whence received and No. of the Invoice.	Men's and Boys' Clothing.								Women's and Girls' Clothing.								
		Coats and Jackets.	Waistcoats.	Trousers.	Shirts.	Shoes.	Stockings.	Hats.	Handkerchiefs.	Gowns and Frocks.	Under Petticoats.	Upper Petticoats.	Shifts.	Aprons.	Handkerchiefs.	Shoes.	Stockings.	Caps.	Bonnets.

Submitted to Member of the Visiting Committee, this ___ day of _____ 18 regards the Stock remaining in Store.†

In the several columns is to be entered, according to the circumstances of the
The entries are to be made in the true order of time, according as the articles
half-year

† See Note on p. 159.

Receipt and Conversion Account.

Master of the Workhouse at

(*)			
CONVERTED.			Folio of Clothing Receipt and Expenditure Book, or of Inventory Book.
Date.	Into what.	Quantity used.	

and found to be correct, as (signed) { }

is to be entered at the head of the page.

are received and converted; and the account is to be made up and balanced carried to the *Clothing Receipt and Expenditure Account* in their proper colum ns

and Expenditure Account.

Master of the Workhouse at

Date.	Men's and Boys' Clothing.										Date.	Women's and Girls' Clothing.										
	Number of the Suit.	Size.	Coats and Jackets.	Waistcoats.	Trousers.	Shirts.	Shoes.	Stockings.	Hats.	Handkerchiefs.		Number of the Suit.	Size.	Gowns and Frocks.	Under Petticoats.	Upper Petticoats.	Shifts.	Aprons.	Handkerchiefs.	Shoes.	Stockings.	Caps.	Bonnets.

and found to be correct, as (signed) { }

case, the number of the articles received and given out.
are received and converted, and the account is to be made up and balanced every

Clothing

_____UNION.

MALES.								
No.* [Size .]			No. [Size .]			No. [Size .]		
Date of Admission.	Names.	Date of Discharge.	Date of Admission.	Names.	Date of Discharge.	Date of Admission.	Names.	Date of Discharge.

* By the No. here is intended the number to each suit given by the Master. The

*Necessaries and Miscellaneous Account for the*_____

_____UNION.

ARTICLES.	Stock brought forward.	New Stock.	No. of Invoice.	Totals of Stock brought forward and New Stock.

Register Book.

_____ Master of the Workhouse at _____

FEMALES.								
No. [Size .]			No. [Size .]			No. [Size .]		
Date of Admission.	Names.	Date of Discharge.	Date of Admission.	Names.	Date of Discharge.	Date of Admission.	Names.	Date of Discharge.

odd numbers shall be assigned to the males, and the even numbers to the females.

Week of the Quarter ending _____ 18

_____ Master of the Workhouse at _____

Consumed			Remaining in Store.	Totals consumed and remaining in Store.	Observations.
By the Paupers.	By the Officers and Servants of the Workhouse.	On the Workhouse.			

Quarterly Summary of the Necessaries and Miscellaneous

_____ UNION.

		*													
Received 1st Week															
" 2nd "															
" 3rd, etc.															
" 7th "															
" 8th "															
" 9th "															
" 10th "															
" 11th "															
" 12th "															
" 13th "															
" " "															
Totals															
Consumed by the Paupers.	1st Week														
	2nd "														
	3rd, etc.														
	7th "														
	8th "														
	9th "														
	10th "														
	11th "														
	12th "														
	13th "														
	" "														
Totals															
Consumed by Officers and Servants and on the Workhouse.	1st Week														
	2nd "														
	3rd, etc.														
	7th "														
	8th "														
	9th "														
	10th "														
	11th "														
	12th "														
	13th "														
	" "														
Totals															
		*													

* The names of the several articles are to be

*Account for the Quarter ending*_____ 18

_____ *Master of the Workhouse at*_____

																	Week.
																	1st.
																	2nd
																	3rd
																	7th
																	8th
																	9th
																	10th
																	11th
																	12th
																	13th
																	,,
																	Totals
																	1st
																	2nd
																	3rd
																	7th
																	8th
																	9th
																	10th
																	11th
																	12th
																	13th
																	,,
																	Totals
																	1st
																	2nd
																	3rd
																	7th
																	8th
																	9th
																	10th
																	11th
																	12th
																	13th
																	,,
																	Totals

placed at the head of the several columns.

Balance of the Necessaries and Miscellaneous

_____ UNION.

ARTICLES.	Stock brought forward.	Price.		Cost of Stock brought forward.			New Stock.	Price.		Cost of New Stock.			Total Cost of New Stock and Stock brought forward.		
		s.	*d.*	£	*s.*	*d.*		*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*
Totals . .															

Submitted to _____ Member of the Visiting Committee, this _____ day
regards the Stock remaining in Store.*

* These words have been added by the General Order, dated February 16, 1869, and the provision

Account for the Quarter ending _____ 18

Master of the Workhouse at _____

Consumed												Stock remaining in Store.	Cost of Stock remaining in Store.			Total Cost of Articles consumed and in Store.		
By the Paupers.				By the Officers and Servants of the Workhouse.				On the Workhouse.										
Quantities	Cost.			Quantities	Cost			Quantities	Cost			Quantities	£	s.	d.	£	s.	d.
	£	s.	d.		£	s.	d.		£	s.	d.							

of _____ 18——, and found to be correct, as (signed) { _____ _____ _____

†herein contained in reference to errors should be carefully noticed.—See the Order, *post.*

The Parochial List and Statement of Account.

_____ UNION. *Parish of* _____

LIST of Paupers who were admitted into the Workhouse from this Parish, or who resided in it while relieved, together with a Statement of the Amounts respectively credited and debited to the Parish, in the Union Accounts for the Half-year ending _____ 18

IN-DOOR POOR.			OUT-DOOR POOR.						
No. in List, (if any).	Names of the Paupers.	No of. Days Maintenance.	No. in List, (if any).	Names of the Paupers.	Where resident.	Cause of requiring Relief.	Relief given to each Pauper during the Half-year.		
							In Money.	In Kind.	Medical Relief only.

_____ *Master.* _____ *Relieving Officer.*

Dr.	£	*s.*	*d.*	*Cr.*	£	*s.*	*d.*
Balance against the Parish, brought forward				Balance in favour of the Parish, brought forward			
Contribution to the Common Fund, apportioned _____ day of _____				Contributions and other Monies paid to the Treasurer of the Union upon Orders of the Guardians . . .			
Instalment of Workhouse Loan, duly apportioned				Payments on Disallowances or Surcharges made by the Auditor and directed by the Guardians to be applied to the credit of the Parish .			
Interest				Income from Parish Property (*viz*)—			
County Rate							
Other separate charges . . .				Other Receipts or Credit (*viz*)—			
Balance in favour of the Parish .				Balance against the Parish .			

Dated this _____ day of _____ 18

_____ *Clerk.*

_____ AUDIT DISTRICT.

A STATEMENT of the AUDITOR in reference to the BOOKS of the _____ UNION, for the Half-year ended _____ 18

As to the Books required to be kept by the Master of the Workhouse,
Mr. _____

Inventory	
Admission and Discharge Book	
In-Door Relief List	
Abstract of In-Door Relief List	
Master's Day Book	
His Receipt and Payment Book	
Quarterly Summary of Day Book	
Master's portion of Workhouse Medical Relief List	
Daily Provisions Consumption Account	
Weekly Provisions Consumption Account	
Provisions Receipt and Consumption Account	
Quarterly Summary of Provisions Received and Consumed	
Quarterly Balance of Provisions Account	
Clothing Materials Receipt and Conversion Account	
Clothing Receipt and Expenditure Account	
Clothing Register Book	
Necessaries and Miscellaneous Account	
Quarterly Summary of the Necessaries and Miscellaneous Account	
Quarterly Balance of the Necessaries and Miscellaneous Account	

The Audit of the above Books was concluded the _____ *day of* _____ 18

_____ *Auditor.*

Date _____ 18

Against the name of any book contained in this Statement which is not kept at all, or is imperfectly kept, the Auditor is to write in the former case "not kept," and in the latter "imperfectly." In case of any book being imperfectly kept, the general nature of the imperfection to be set forth *on the other side*, together with such observations as the Auditor considers requisite.

Appendix, II.

Circular Letter of the Poor Law Board as to the Children of Workhouse Officers.

Poor Law Board, Whitehall,
8th December, 1856.

Sir,—I am directed by the Poor Law Board to state that, as they have frequent applications from Boards of Guardians to sanction arrangements which have been entered into for permitting the residence of the children of Workhouse Officers in workhouses, they think it desirable to take this method of stating some of the objections which they entertain to such arrangements, in order to avoid the difficulty and disappointment which, they fear, is frequently occasioned by their refusal to give the required sanction. It will be obvious that the result of such arrangements is necessarily to trench upon the accommodation afforded by a workhouse for its proper object, which is the reception and maintenance of the Poor of the district in which it is situated, who from age, sickness, or destitution may require relief therein.

The residence of persons in a workhouse, who are neither inmates subject to its discipline, nor officers controlled by its regulations, has an unavoidable tendency to interfere with the good order and management of the establishment; and where these persons are young children, the time and attention of their parents are apt to be given to them, instead of to the performance of the duties of such parents in the workhouse. In general, therefore, the Board are very much indisposed to give their sanction to arrangements of this kind; and they are desirous of informing the Guardians that, except in very peculiar cases, they think themselves bound to withhold it. They are aware that this rule cannot be always rigidly adhered to, with respect to the persons filling the offices of Master and Matron, who for obvious reasons (it is desirable) should be husband and wife; and they are prepared, therefore, with respect to these offices, in case they are married to each other, to assent to its relaxation, where necessity may seem to require, under proper restrictions. At the same time, even in such cases, they will think it right to require some equivalent for the cost of maintaining each child to be paid by the Master to the Guardians.

With respect to other Workhouse Officers, in order to avoid the disappointment and inconvenience to them and to the Guardians, which may be occasioned by the refusal of the Board to sanction so much of an engagement as would permit the residence of the officer's child in the workhouse, the Board direct me to request the Guardians when they elect such officers to intimate clearly to any successful candidate who may have a child dependent upon him or her, that such child will not be permitted to reside in the workhouse.

I have the honour to be,
Sir,
Your obedient servant,
COURTENAY,
Secretary.

To the Clerk to the Board of Guardians.

APPENDIX III.

Circular Letter of the Poor Law Board as to Cooking of Food in Workhouses.

Poor Law Board, Whitehall, S.W.
14*th September*, 1866.

SIR,—I am directed by the Poor Law Board to enclose, for the information and consideration of the Guardians, the accompanying copy of a communication which they have received from their Medical Officer, Dr. Smith, upon the subject of Cooking in the Workhouses. The Board consider that the suggestions of Dr. Smith are well worthy of the attention of the Guardians; and that proper care and skill in the preparation of the food of all classes of the inmates of the workhouse will not only be attended with increased comfort to them, but also with advantage to the ratepayers, from the saving of expense which will be thereby effected.

I am, Sir,
Your obedient servant,
H. FLEMING,
Secretary.

To the Clerk to the Board of Guardians.

Cooking of Food in Workhouses.

Poor Law Board, Whitehall, S.W.
31*st August*, 1866.

Sir,—In conformity with your instructions, I have considered the various defects which exist in the cooking and distribution of the food in the Metropolitan Workhouses, and have now the honour to submit to you some general considerations with a view to remedy the more important of them.

The subject is one of acknowledged importance in every rank of life, and particularly so in Workhouses, where the food supplied is very simple and somewhat uniform in its character, and where a large majority of the inmates are aged and unable to masticate and digest food with facility.

I am of opinion that it is highly desirable that the cook should be a skilled person, and, if possible, trained in an institution similar to the cheap dining-halls of Glasgow and London, where plain food is well and economically cooked in large quantities at a time.

The Matron should be considered as responsible for the proper performance of this duty, and should so far superintend it as to ascertain that the food is in all cases sufficiently cooked and not so far overdone that its nutritive qualities are lessened. It is also important that she should make herself acquainted with the modes of rendering the food as agreeable as possible; and, in reference to such foods as soups and puddings, of varying the flavour from time to time.

Much more skill is required in the cooking of food for the sick inmates, and the Nurses as well as the Cook should be able to prepare what is requisite for patients. It is also desirable that the food should be prepared near the sick wards.

The distribution of the food generally should be performed under the immediate superintendance of the Master or Matron or both; and that for the sick under paid and responsible officers, such as the Head Nurses.

Care should be taken to keep the food hot, and for that purpose rapidity in cutting and weighing the food, and the use of hot vessels are needful. Hence more than one person should be employed in the operation, and the meat should be

cut up upon hot water dishes. It is also desirable that the joint of meat should be carved in places as near as possible to the dining-hall or the sick wards, and that arrangements be made that the inmates may eat it at the earliest moment after the distribution has begun. When the joint is served in the infirmary wards it may be cut up either in the warm kitchen of the infirmary, as at St. Saviour's workhouse, and upon hot plates, or the joint may be carried upon hot water plates into each ward, as at Shoreditch, and the rations cut from it.

In carrying the food from the kitchen to the dining-hall or ward a suitable apparatus should be provided similar to that now in use at the city of London Union workhouse, by means of which the food is kept hot for a sufficiently long period.

In reference to utensils, I consider that pottery plates, basins and cups should be used.

When the infirmary is a detached building, and of considerable size, it is important that a separate cooking kitchen should be provided within its walls.

I will only add the expression of the hope that the Guardians will in future take every care to diminish the waste of food, whether in cooking or distribution, which now occurs, and will direct the attention of the Master, Matron, and Cook, to the subject of this Report.

I have the honour to be, Sir,
Your most obedient servant,
(signed) EDWARD SMITH,
Medical Officer of the Poor Law Board.

To the Right honourable Gathorne Hardy, M.P.,
President of the Poor Law Board.

The Poor Law Board have lately, in a letter, dated Dec. 7, 1868, set forth a series of suggestions to Boards of Guardians in regard to the Dietaries in Workhouses, and also as to improvements to be effected by the Guardians in reference to the cooking and distribution of food. The letter is not printed here, because it affects the Guardians, and the Master will only have to carry out regulations which result from the action of the Guardians and the Poor Law Board upon these suggestions.

Appendix IV.

General Order of the Poor Law Board issued to the Medical Officer for the Workhouse.

By a General Order, dated 4th April, 1868, addressed to the Guardians of the Poor of all Unions, Incorporations, and Parishes, the Poor Law Board after reciting certain provisions in their Consolidated Orders, made the following Orders to come into operation from and after the 24th day of June then next ensuing, as regards the Medical Officer for every Workhouse therein.

Art. 1.—He shall keep a book, to be termed "*The Workhouse Medical Officer's Report Book*" (to be supplied by the Guardians), in which he shall enter in writing, duly and punctually and under the correct dates, every report required by the said orders to be made by him to the Board of Guardians as to the defects in the diet, drainage, ventilation, warmth, and other arrangements of the workhouse; as to any excess in the number of any class of inmates which he may deem to be detrimental to health; as to every defect which he may observe in the arrangements of the infirmary or sick wards, and in the performance of their duties by the nurses of the sick; and, further, a report of any other matter which, in the discharge of the duties of his office, he shall consider to require the attention of the Guardians; and also such recommendations relating to any of the matters aforesaid as he may think it right to submit to the said Guardians.

Art. 2.—He shall cause this book to be delivered to the Clerk to the Guardians in sufficient time to allow it to be laid before the Board of Guardians at the ordinary meeting held at or next following the date of the report, and to be produced to the Visiting Committee, and to the Inspectors of the Poor Law Board, when they shall require to see it.

Art. 3.—He shall enter on a card, to be affixed at or near the head of the bed of every patient upon whom he shall be in attendance, all medical or other extras which he shall deem necessary to be supplied.

Art. 4.—He shall report in writing to the Poor Law Board the case of every sudden and every accidental death which may

occur in the workhouse within twenty-four hours after he shall receive information of the same, and the cause of the death so far as he is able to explain it.

ART. 5.—He shall report in writing to the Poor Law Board half-yearly, that is to say, on or about the first day of July and on or about the first day of January, upon the several matters set forth in the following statement.

Statement of the Medical Officer for the Workhouse.

To the Poor Law Board.

_____ *Union* [*Incorporation or Parish*].

_____ *Workhouse.*

STATEMENT of the MEDICAL OFFICER for the above-named Workhouse, for the half-year ended on the_____ day of_____18 , in answer to the following inquiries in reference to the said Workhouse.

1. Is there sufficient ventilation and warmth? . . . . .
2. Has the accommodation during the preceding six months for the several classes of sick been sufficient? . . . . .
3. Are the arrangements for cooking and distribution of food, as regards the sick, satisfactory? . .
4. Is the nursing satisfactorily performed? . . . . .
5. Is there a sufficient supply of towels, vessels, bedding, clothing, and other conveniences for the use of the sick inmates? . .
6. Are the medical appliances sufficient and in good order? . .
   Are there any water-beds or rack bedsteads? and, if so, are they sufficient in number and in good order? . . . . .

7. Are the lavatories and baths sufficient and in good order? . .
8. Are the supply and distribution of hot and cold water sufficiently provided for? . . . .

(signed) _____ *Medical Officer,*

at _____

this _____ *day of* _____ 18

APPENDIX V.

General Order of the Poor Law Board, prescribing the Creed Register, under 31 & 32 Vict. c. 122.

To THE GUARDIANS OF THE POOR of the several Unions named in the Schedule (A) hereunto annexed;—

To THE GUARDIANS OF THE POOR of the several Parishes and Places named in the Schedule (B) hereunto annexed;—

To the Clerk or Clerks to the Justices, etc.;—

And to all others whom it may concern.

WHEREAS by "The Poor Law Amendment Act, 1868," it is, among other things, enacted "that the officer for the time being acting as the Master of a workhouse, or as the Master or Superintendent of a district or other pauper school, shall keep a Register of the Religious Creed of the pauper inmates of such workhouse or school separate from all other Registers, in such form and with such particulars as shall be prescribed by the Poor Law Board by an order under their seal, and shall, as regards every inmate of such workhouse or school at the date to be fixed by such order, and subsequently upon the admission of every inmate therein, make due inquiry into the Religious Creed of such inmate, and enter such Religious Creed in such Register."

NOW THEREFORE, We, the Poor Law Board, hereby order and prescribe as follows:—

ART. 1.—On and after the first day of January next, the Master, and where there is no Master the Matron, of every workhouse in the unions and parishes in the Schedules (A) and (B) hereunto annexed, shall keep a Register of the Religious Creed of the pauper inmates of such workhouse in the following form, that is to say:—

RELIGIOUS CREED REGISTER.

_____ *Union* [or *Parish*].

_____ *Master* [or *Matron*] *of the Workhouse at* _____

Date of the Entry.	Date of Admission	NAME: Christian and Surname.	From whence admitted.	Religious Creed.	Name of Informant	Discharged or Dead.

ART. 2.—The Master or Matron, as the case may be, shall, on the said first day of January, or as soon after as practicable, enter the particulars of the several columns in respect of the paupers who shall be inmates of the workhouse on that day, except the day of admission, which may be omitted.

ART. 3.—Such Master or Matron shall, in respect of every pauper admitted into the said workhouse after the said first day of January, enter the particulars in all the columns, provided that the last column shall be filled in as and when the pauper shall be discharged from the workhouse or shall die.

ART 4.—The word "Unions" in this Order shall be taken to include not only unions or parishes formed under the provisions of "The Poor Law Amendment Act, 1834," but also unions of parishes incorporated or united for the relief or maintenance of the poor under any local Act of Parliament.

The word "Workhouse" in this Order shall include every school, infirmary or hospital, provided by the Guardians for the reception of paupers.

Schedule A.—List of Unions.

Schedule B.—List of Parishes.

Given under our hands and seal of office, this twenty-sixth day of November, in the year one thousand eight hundred and sixty-eight.

DEVON, *President.*
GATHORNE HARDY.
MARLBOROUGH.

H. FLEMING, *Secretary.*

To this Order was annexed the following Letter, addressed to the Master of the Workhouse.

Poor Law Board, Whitehall, S.W.
26th November, 1868.

SIR,—From the General Order recently issued by the Poor Law Board, in conformity with the provision in the recent statute, of which you will receive a copy, you will perceive that a new duty is cast upon you, and that for the future you will have to keep a book in the workhouse exclusively confined to *the religious creed* of the inmates.

You are required to make an entry in this book with regard to all the paupers in the workhouse who shall be inmates thereof on the first day of January next, and afterwards to make the requisite entries in respect of all who are subsequently admitted.

Although you will probably refer, in regard to the first class of cases, to the present entries in the In-door Relief List for the religious creed of the inmates, the Board do not consider that you should be bound thereby, but where you have reason to entertain any doubt, you should take means to satisfy yourself as to the accuracy of such entries by making due inquiry into the religious creed of every such inmate before you copy them into the new register.

The Board have to point out to you that the statute has laid down the following rules for your guidance in regard to *children*:—

Where any *child* under the age of 12 years is in the workhouse (whether either of its parents be in the workhouse or not, or whether it be an orphan or deserted child), the Master shall enter in such register as the religious creed of such child the religious creed of the *father*, if he know or can ascertain the same by reasonable inquiry,—

Or, if the same cannot be ascertained, the creed of the *mother*, if the same be known to him, or can be ascertained in like manner.

The creed of an *illegitimate* child under the said age shall be deemed to be that of its *mother*, when that can be ascertained.

The statute enables the Poor Law Board to entertain and decide any question which may arise as to the correctness of these entries.

The Board think that you will seldom find much difficulty in carrying out these rules for keeping the register.

They will farther add that the statute has provided that the register thus made is to be open to the inspection of every *minister* of any denomination officiating in the church, chapel, or other registered place of religious worship of such denomination which shall be nearest to the workhouse, or any *ratepayer* of any parish in the union, at any time of the day, except Sunday, between the hours of ten before noon and four after noon.

You will doubtless receive some directions from the Board of Guardians as to the part of the workhouse in which this register is to be kept, so that it may be rendered easily accessible to persons entitled to inspect it, but at the same time be not liable to injury.

I am,

Your obedient servant,

W. G. LUMLEY,

Assistant Secretary.

APPENDIX VI.

Circular Letter of the Poor Law Board on Vagrancy.

Poor Law Board, Whitehall,
28*th November*, 1868.

SIR,—The Poor Law Board, having received from various unions representations on the subject of the increase of vagrancy, and a request for such information and advice as they may be able to supply, think it desirable to issue the following circular.

So long ago as the year 1848 the difficulties attending the administration of relief to the casual poor were brought prominently under the notice of the Poor Law Board, and a minute on the subject, prepared and signed by the late Mr. Charles Buller, was in consequence circulated among the different unions in England and Wales. The Board have reason to believe that in the unions in which the suggestions of that minute have been steadily acted upon, those difficulties have been to some extent diminished.

It appears to the Board, however, that the time has arrived when it is necessary to bring again under the consideration of Guardians the main principles embodied in that circular, with a view to their more general and systematic adoption.

A sound and vigilant discrimination as regards those who apply for relief as casual poor, with a view to distinguish between those whose destitution gives them a claim to such relief and those who, not being destitute, throw themselves habitually on the public rates or on private charity, is of primary importance; and the Guardians will best secure the proper exercise of this discrimination by placing the relief of the casual poor in the hands of officers who, while they relieve the destitute, will, at the same time, have sufficient firmness to repel the impostor. The employment, where practicable, of some member of the police force, or of some person clothed with the authority of a constable, as an Assistant Relieving Officer for this purpose is shown by general experience to be the most expedient course.

The professional tramp will be comparatively unwilling to confront such an officer, while to the honest but destitute wayfarer his inquiries will occasion no alarm.

By whatever agency, however, relief is administered, the following measures should, as the Board think, be uniformly adopted:—

1. The name and occupation of the applicant, with the place from which he comes and that to which he is going, should be recorded in a book, so as to admit of reference.
2. The applicant for relief should be searched, and, if adequate means of support are found upon him, refused relief.
3. If relieved in the workhouse, he should in every case (except when ill) be put in a bath; and,
4. A certain task should be required and enforced (unless where exceptional circumstances appear to justify exemption) from all who have received a night's relief in the workhouse or in the vagrant ward.

It appears to the Board of great importance that, as far as possible, the diet of the casual paupers in different workhouses should (except in the case of sickness or infirmity) be uniform, and that a task of work similar in kind and quantity should be required wherever relief is given, and enforced under vigilant superintendence.

In all cases of persons refusing to perform the task of work required from them, the person refusing should be taken before a magistrate, to be dealt with according to law.

With a view to the attainment of such uniformity, the Board append to this circular suggestions as to food and work, to which they request the early consideration of the Guardians, and which, after receiving and considering any observations that may be offered, they propose, so far as may be necessary and expedient, to embody in an order.

With regard to the mode of lodging applicants at night, if ascertained to be destitute, the Board are of opinion that, where practicable, the most advisable course is to provide separate accommodation for each individual who is relieved in the workhouse or vagrant ward.

Such a plan seems, though on different grounds, properly applicable to both the classes of casual applicants with which Guardians have to deal. The deserving, but destitute, wayfarer, such, for instance, as, in the words of Mr. Buller's

circular, "the widow or orphan deprived at a distance from home of their natural supporter, or the honest artizan or labourer who is seeking the employment of which accidental circumstances have suddenly deprived him," should, for obvious reasons, be exempted from the necessity of association with the idle and the profligate who are to be found in the vagrant ward.

On the other hand, it is very important to deprive the professional tramp of the opportunity of that free and unrestrained companionship which unavoidably takes place in a vagrant ward, and which is especially agreeable to him. With this double object in view, Guardians in some unions have, with the sanction of the Board, adopted the system of placing all casual poor who apply for relief, and who are ascertained to be destitute, in small rooms or cells, each holding (except in the case of a mother and a young child or children) only one person. If accompanied with due precautions as regards inspection and the power of obtaining assistance in case of illness this system appears to the Board well worthy of adoption.

The Board think it right to advert to a system which has been adopted more or less generally in several counties in England, with the view to effect a discrimination between the deserving wayfarer and the professional tramp.

Under this plan a ticket is given at the union workhouse at which the applicant has first been relieved, setting forth the name, occupation, and cause of seeking relief, and place from which he comes, and marked so as to be available at certain workhouses along the particular route which the holder has previously notified his wish to take. When the ticket is presented at any of such workhouses, provided that the condition of walking a certain defined number of miles from the last place of receiving relief has been fulfilled, the holder is allowed the relief suited to his condition, without the necessity of performihg the task of work which would be required in the case of persons not possessing such ticket, or who, if possessed of it, had failed to fulfil the prescribed condition.

The Board are not in possession as yet of sufficient experience to justify them in pronouncing any opinion as to the results of this system, but they think it desirable that it should be brought under the notice of the Guardians, as its

success must depend to a great extent on its more or less general adoption by neighbouring unions.

In conclusion, the Board, in the words of the former circular, desire again to "impress upon Boards of Guardians the absolute necessity of discriminating by careful investigation between real and simulated destitution. It is to be always borne in mind that, while the law requires that relief should be given to those who really need it, it equally prohibits the misapplication of the public funds to those who are not destitute." Such a misapplication is unjust to the rate-payers, and leads to public evils of a serious character; and while it is incumbent on the Guardians to exercise the greatest care in the expenditure of all the funds entrusted to them, in no part of the administration of the Poor Law is such care at the present moment so urgently required as that in which relates to the relief of the vagrant population of the country.

I am,

Sir,

Your obedient servant,

H. FLEMING,

Secretary.

To the Clerk to the Guardians.

Proposed Dietary for Vagrants.

SUPPER	For Males above 15 years of age	8 oz. of Bread, or (at the discretion of the Guardians) 6 oz. of Bread and 1 pint of Gruel.
	For Females above 15 years of age and for Children of both sexes from 7 to 15 years of age	6 oz. of Bread and 1 pint of Gruel.
	For Children under 7 years of age	4 oz. of Bread and half-pint of Gruel.
BREAKFAST	same as Supper.	

Half the quantity of the bread for breakfast to be given to the men and women before commencing the task of work, and the other half of the bread (with the gruel for the women) at its completion.

Proposed Task of Work for Vagrants.

The Master of the Workhouse shall set every adult person not suffering under any temporary or permanent infirmity of body, being an occasional poor person, who shall be relieved in the said workhouse, in return for the food and lodging afforded to such person, to perform the following task of work, that is to say:—

Males—The breaking of 1½ to 3 cwt. of stones, according the hardness of the stone; or
The picking of 1½ pound of oakum.

Females—The picking of a half-a-pound of oakum;
[or such other task of work as the Guardians may deem more suitable, and as may be sanctioned by the Poor Law Board].*

PROVIDED THAT no such person shall be detained against his or her will for the performance of such task of work for any time exceeding four hours from the hour of breakfast of the ordinary inmates of the workhouse.

AND PROVIDED ALSO THAT such amount of work shall not be required from any person to whose age, strength, and capacity, it shall appear not to be suited.

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* This alternative to apply to males as well as females.

APPENDIX VII.

General Order of the Poor Law Board relating to the entry of the Visiting Committee at Stock-taking.

TO THE GUARDIANS OF THE POOR of the several Unions and Parishes named in the Schedules (A) and (B) hereunto annexed;—

And to all others whom it may concern.

WHEREAS by a General Order, bearing date the fourteenth day of January one thousand eight hundred and sixty-seven, addressed to the Unions named in the Schedule (A) hereunto annexed, and by sundry other Orders dated subsequent thereto, respectively addressed to the Union and Parishes named in the Schedule (B) hereunto annexed, the Poor Law Board made certain regulations in regard to the keeping of the accounts of the officers of such unions and parishes, and, among others, of the Master of the Workhouse.

AND WHEREAS the said Board required the Master of the Workhouse to keep a certain account, which is termed therein "A Quarterly Balance of the Provisions Account," which should be submitted to the Visiting Committee, or some member thereof, when made up and balanced, who should enter a memorandum at the foot of the account, certifying to the same having been submitted to them or one of them.

AND WHEREAS a similar provision is made in respect of the "Clothing Materials Receipt and Conversion Account," the "Clothing Receipt and Expenditure Account," and the "Quarterly Balance of the Necessaries and Miscellaneous Account," all being accounts required by the said orders to be kept by the Master.

AND WHEREAS in the forms of such accounts, set forth in the schedules annexed to the said orders, the certificate referred to is set forth in the following words:—

"Submitted to_____Member of the Visiting Committee, this _____ day of _____, and found to be correct."

(signed) _____
_____
_____

And such certificate is deemed to apply to all the entries in the said accounts, which is contrary to the intention of the Board in prescribing the regulations aforesaid.

NOW THEREFORE, We, the Poor Law Board, under the authority of the statutes in that behalf made and provided, hereby alter the said several orders in this respect, and hereby order that henceforth the said certificate shall be framed as follows; that is to say,—

"Submitted to _____ Member of the Visiting Committee, this _____ day of _____, and found to be correct as regards the stock remaining in store."

(signed) _____
_____
_____

Provided that if it be found necessary to make any addition to this certificate in respect of any article, matter or materials in which the entry made by the Master is not, in the opinion of the member or members signing the same, correct, the Master shall in such case lay the book containing such addition and certificate before the Board of Guardians at their next meeting.

Schedule A.—List of Unions included in previous general order.

Schedule B.—List of Unions and Parishes to which orders had been subsequently issued.

Given under our hands and seal of office, this sixteenth day of February, in the year one thousand eight hundred and sixty-nine.

GEORGE GOSCHEN, *President.*
H. A. BRUCE.
ROBERT LOWE.

ARTHUR W. PEEL, *Secretary.*

This Order was accompanied by the following Letter.

Poor Law Board, Whitehall,
16*th February*, 1869.

Sir,—The Poor Law Board have received reports from several district auditors upon the books of account kept by the Master of the Workhouse, from which it appeared that no entry has been made by the Visiting Committee in the books which are required to be balanced by him at the times specified in the General Order of Accounts, dated 14th January, 1867. Upon inquiry the Board have ascertained that in many unions the Visiting Committee have read the certificates set forth at the foot of those accounts as implying their acquiescence in the correctness of all the entries therein, whereas it was intended that they should only testify to the correctness of the stock-taking, having regard to the statement of the Master as to the stock of the various matters remaining in the stores of the workhouse at the time when the accounts are made up.

It appears to the Board to be advisable that this misunderstanding should be removed, and they have therefore issued a General Order to make the certificate more explicit, and confine it to the stock in store.

The Board have also provided for any exception which may be taken by the Visiting Committee to the correctness of those entries, requiring the Master to bring immediately under the notice of the Board of Guardians any entry of that character on the part of the Visiting Committee, so that they may be informed of the default, and receive the Master's explanation.

A copy of the Order is forwarded for the use of the Board of Guardians, and another to be handed over to the Master for his future guidance.

I am,

Your obedient servant,

ARTHUR W. PEEL,

Secretary.

To the Clerk to the Guardians.

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